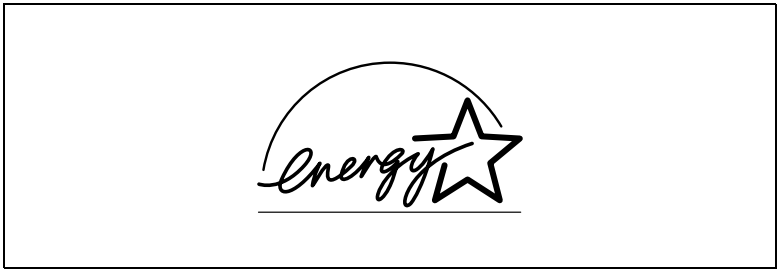
DEVELOP

D1531iD/D1831iD

User Manual

Energy Star®



As an ENERGY STAR® Partner, we have determined that this machine meets the ENERGY STAR® Guidelines for energy efficiency.

What is an ENERGY STAR® Product?

An ENERGY STAR® product has a special feature that allows it to automatically switch to a “low-power mode” after a period of inactivity. An ENERGY STAR® product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

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1 Introduction

1.1 We Want You to Be a Satisfied Customer

Thank you for choosing a Develop D1531iD/D1831iD.

This User Manual describes the functions, operating procedures, precautions, and basic troubleshooting for the D1531iD/D1831iD copier. Before using this copier, be sure to read the User Manual thoroughly in order to ensure that you use the copier efficiently. After you have gone through the manual, store it in the holder and keep it handy at all times.

Note that some of the illustrations of the machine used in the User Manual may be different from what you actually see on your machine.

CE Marking (Declaration of Conformity)

This product complies with the following EU directives:
89/336/EEC, 73/23/EEC and 93/68/EEC directives.
This declaration is valid for the area of the European Union.

This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under EU directives.

1.2 SAFETY INFORMATION

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the next section before using this device. It contains important information related to user safety and preventing equipment problems.

Make sure you observe all of the precautions listed in this manual.

* Please note that some parts of the contents of this section may not correspond with the purchased product.

Warning and Precaution Symbols

⚠ **WARNING:**	Ignoring this warning could cause serious injury or even death.
⚠ **CAUTION:**	Ignoring this caution could cause injury or damage to property.

Meaning of Symbols

A triangle indicates a danger against which you should take precaution.

This symbol warns against possible high temperature.

A diagonal line indicates a prohibited course of action.

This symbol warns against dismantling the device.

A black circle indicates an imperative course of action.

This symbol indicates you must unplug the device.

⚠ WARNING

	• Do not modify this product: Fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness. • Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness.
	• Use only the power cord supplied in the package. Failure to use this cord could result in fire or electrical shock. • Use only the specified power source voltage. Failure to do so could result in fire or electrical shock. • Do not use a multiple outlet adapter to connect any other appliances or machines. Use of a power outlet for more than the marked current value could result in fire or electrical shock.
	Do not unplug and plug in the power cord with a wet hand: An electrical shock could result.
	Plug the power cord all the way into the power outlet. Failure to do so could result in fire or electrical shock.
	• Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in fire or breakdown. Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. • In principle, do not use an extension cord. Use of an extension cord could cause fire or electrical shock. Contact your authorized service representative if an extension cord is required.
	Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in fire, electrical shock, or break-down. Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.
	• If this product becomes inordinately hot or emits smoke, or emits an unusual odor or noise, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, fire or electrical shock could result. • If this product has been dropped or its cover damaged, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, fire or electrical shock could result.
	Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.
	Connect the power cord only to an electrical outlet that is equipped with a grounding terminal.

⚠ CAUTION

	• Do not use flammable sprays, liquids, or gases near this product, as fire could result. • Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these substances could injure your health. • Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction. • Do not install this product at a site that is exposed to direct sunlight, or near an air conditioner or heating apparatus. The resultant temperature changes inside the product could cause a malfunction, fire, or electrical shock. • Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. Fire, electrical shock, or breakdown could result. • Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown. • After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury. • Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction.
	The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a “Caution! High Temperature!” warning label.
	Do not place any objects around the power plug, as the power plug may be difficult to pull out when an emergency occurs.
	• Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals. • Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in fire, electrical shock, or breakdown. • When moving this product, always hold it by the locations specified in the User manual or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction. • Remove the power plug from the outlet at least twice a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals could cause a fire. • When unplugging the power cord, be sure to hold onto the plug. Pulling on the power cord could damage the cord, resulting in fire or electrical shock.

Precautions for Routine Use

	• Do not store toner units, PC drum units, or other supplies and consumables in a place subject to direct sunlight and high temperature or humidity, as poor image quality and malfunction could result. • Do not attempt to replace the toner unit and PC drum unit in a place exposed to direct sunlight. If the PC drum is exposed to intense light, poor image quality could result. • Do not unpack a toner unit or PC drum unit until the very time of use. Do not leave an unpacked unit standing. Install it immediately or poor image quality could result. • Do not keep toner units and PC drum units in an upright position or upside down, as poor image quality could result. • Do not throw or drop a toner unit or PC drum unit, as poor image quality could result. • Do not use this product in an area where ammonia or other gases or chemicals are present. Failure to do so may shorten the service life of the product, cause damage or decrease performance. • Do not use this product in an environment with a temperature outside the range specified in the User manual, as breakdown or malfunction could result. • Do not attempt to feed stapled paper, carbon paper or aluminum foil through this product, as malfunction or fire could result.
	Do not touch or scratch the surface of the toner unit developing roller or the PC drum, as poor image quality could result.
	Use the supplies and consumables recommended by the dealer. Use of any supply or consumable not recommended could result in poor image quality or breakdown.

Laser Safety

This is a digital machine which operates using a laser. There is no possibility of danger from the laser provided the machine is operated according to the instructions in this manual.

Since radiation emitted by the laser is completely confined within protective housing, the laser beam cannot escape from the machine during any phase of user operation.

This machine is certified as a Class 1 laser product: This means the machine does not produce hazardous laser radiation.

Internal Laser Radiation

Maximum Average Radiation Power:26.4 µW at the laser aperture of the print head unit.

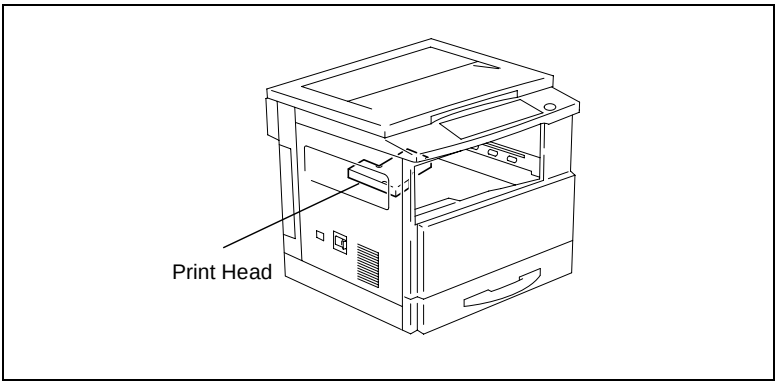
Wavelength:770-795 nm

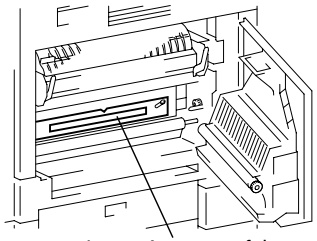
This product employs a Class 3b laser diode that emits an invisible laser beam.

The laser diode and the scanning polygon mirror are incorporated in the print head unit.

The print head unit is NOT A FIELD SERVICE ITEM:

Therefore, the print head unit should not be opened under any circumstances.





There is a laser aperture at the location shown above, which must, however, NEVER be viewed directly by the user.

CDRH Regulation

This machine is certified as a Class 1 Laser product under Radiation Performance Standard according to the Food, Drug and Cosmetic Act of 1990. Compliance is mandatory for Laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U.S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.

The label shown on page 1-9 indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

CAUTION
Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 5 mW and the wavelength is 770-795 nm.

For European Users

CAUTION
Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 5 mW and the wavelength is 770-795 nm.

For Denmark Users

ADVARSEL
Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse for stråling. Klasse 1 laser produkt der opfylder IEC60825 sikkerheds kravene.

Dansk: Dette er en halvlederlaser. Laserdiodens højeste styrke er 5 mW og bølgelængden er 770-795 nm.

For Finland, Sweden Users

LOUKAN 1 LASERLAITE
KLASS 1 LASER APPARAT

VAROITUS!
Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

Tämä on puolijohdelaser. Laserdiodin sunrin teho on 5 mW ja aallonpituus on 770-795 nm.

VARNING!
Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

Det här är en halvledarlaser. Den maximala effekten för laserdioden är 5 mW och våglängden är 770-795 nm.

VARO!
Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle. Älä katso säteeseen.

VARNING!
Osynlig laserstrålning när denna del är öppnad och spärren är urkopplad. Betrakta ej strålen.

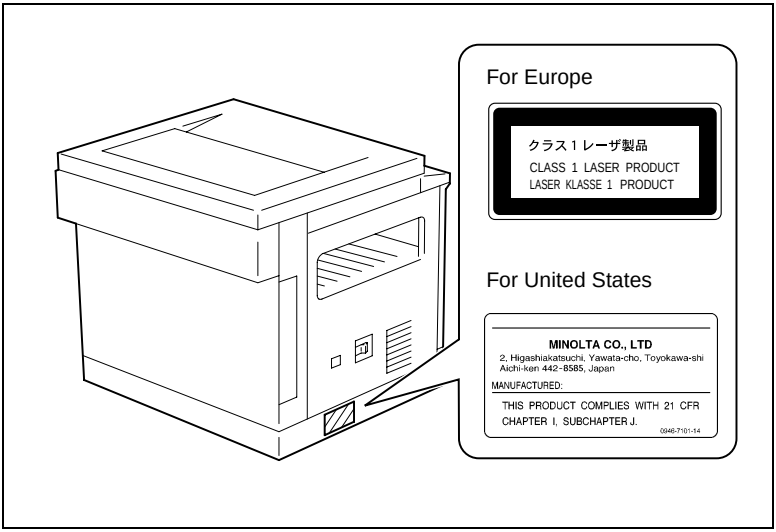
For Norway Users

ADVERSEL
Dersom apparatet brukes på annen måte enn spesifisert i denne bruksanvisning, kan brukeren utsettes for unsynlig laserstråling som overskrider grensen for laser klass 1.

Dette en halvleder laser. Maksimal effekt till laserdiode er 5 mW og bølgelengde er 770-795 nm.

Laser Safety Label

A laser safety label is attached to the outside of the machine as shown below.



Ozone Release

NOTE
= Locate the Machine in a Well Ventilated Room =
A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy, and safe operating environment, it is recommended that the room well ventilated.

REMARQUE
= Placer l'appareil dans une pièce largement ventilée =
Une quantité d'ozone négligable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce ou se trouve l'appareil.

Acoustic Noise

For European Users

Machine Noise Regulation 3 GSGV, 18.01.1991 : The sound pressure level at the operator position according to EN 27779 is equal to or less than 70 dB(A).

1.3 About the User Manual

Explanation of Manual Conventions

The marks and text formats used in this manual are described below.

WARNING

Failure to observe instructions highlighted in this manner may result in fatal or critical injuries.

➔ Observe all warnings in order to ensure safe use of the copier.

CAUTION

Failure to observe instructions highlighted in this manner may result in serious injuries or property damage.

➔ Observe all cautions in order to ensure safe use of the copier.

Note

(May also appear as "Important" or "Tip")*
Text highlighted in this manner contains useful information and tips to ensure safe use of the copier and serve as supplementary information. It is recommended that you read all of them.

1 The number 1 as formatted here indicates the first step of a sequence of actions.

2 Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions.

An illustration inserted here shows what operations must be performed.

? *Text formatted in this style provides additional assistance.*

➔ Text formatted in this style describes the action that will ensure the desired results are achieved.

[ ] key

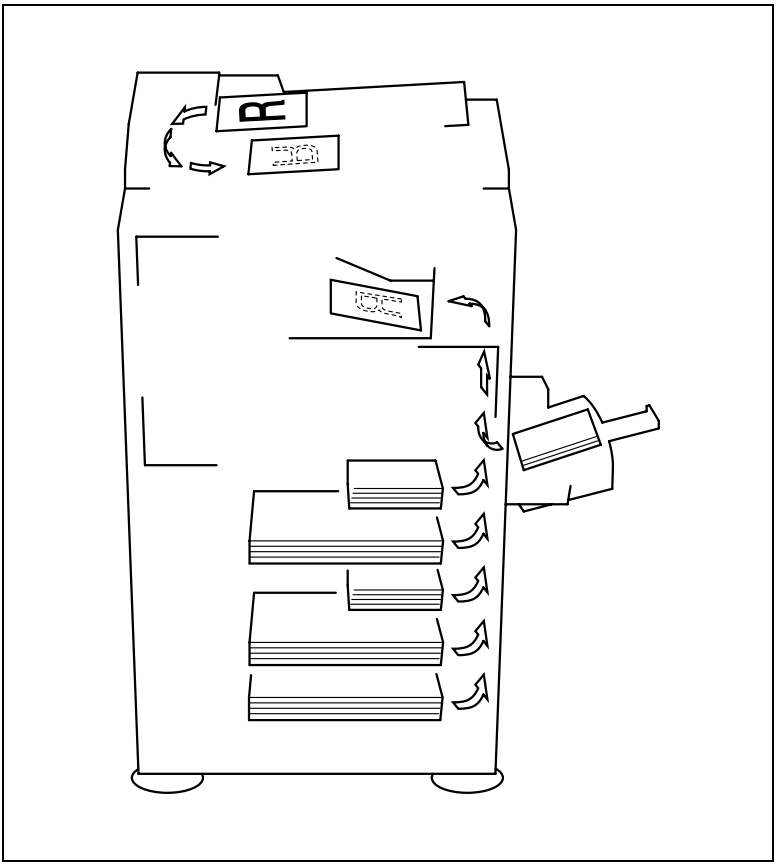
The names of keys on the control panel are written as shown above.

1.4 Explanation of Basic Concepts and Symbols

The use of words and symbols in this manual are explained below.

Paper Feeding

During printing, paper is supplied from the right side of the copier and fed into the Exit Tray on top with the printed surface of the page facing down. The paper feed direction is shown by the arrows in the diagram below.

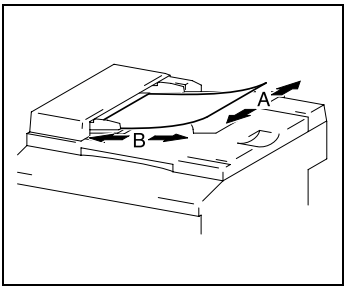


“Width” and “Length”

Whenever paper dimensions are mentioned in this manual, the first value always refers to the width of the paper (shown as “A” in the illustration) and the second to the length (shown as “B”).

A: Width

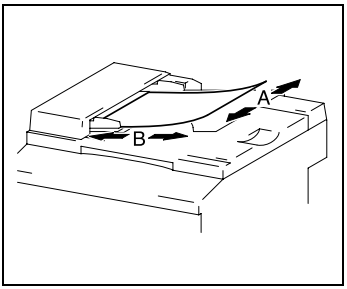
B: Length



Paper Orientation

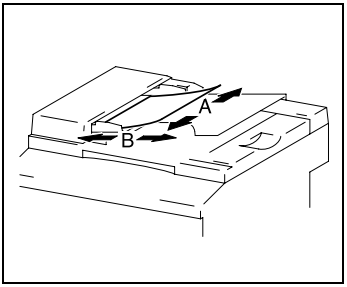
Lengthwise ( )

If the width (A) of the paper is shorter than the length (B), the paper has a vertical or portrait orientation, indicated by either “L” or .



Crosswise ( )

If the width (A) of the paper is longer than the length (B), the paper has a horizontal or landscape orientation, indicated by either “C” or .



2 Precautions

Observe the following precautions to keep the copier in the best possible conditions.

2.1 Installation Precautions

Installation site

To ensure utmost safety and prevent possible malfunctions, install the copier in a location that meets the following requirements:

- A location away from curtains, etc. that may catch fire and burn easily
- A location that is not exposed to water or other liquids
- A location free from direct sunlight
- A location out of the direct airflow of an air conditioner or heater, and not exposed to extremely high or low temperatures
- A well-ventilated location
- A location that is not exposed to high humidity
- A location that is not extremely dusty
- A location not subjected to undue vibrations
- A stable and level location
- A location where ammonia or other organic gases are not generated
- A location that does not put the operator in the direct airflow of exhaust from the copier
- A location that is not near any kind of heating devices

Power source

The power source requirements are as follows.

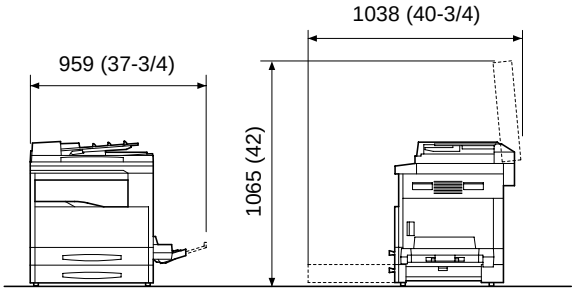
- Voltage Fluctuation: Within ±10% (127 V: +6%, -10%)
- Frequency Fluctuation: Within ±3 Hz

❍ Use a power source with as few voltage or frequency fluctuations as possible.

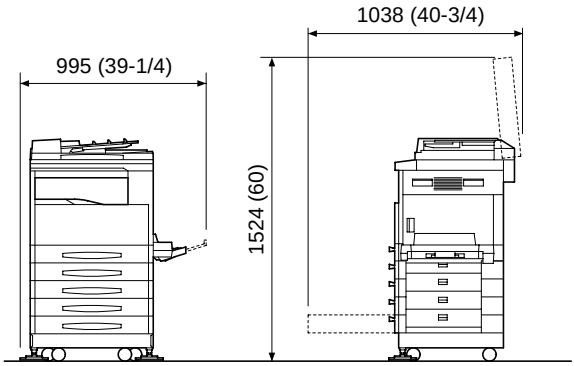
Space Requirements

To ensure easy copier operation, supply replacement, and maintenance, adhere to the recommended space requirements detailed below.

<D1531iD>



<D1831iD>



Unit: mm (inch)

Note

Be sure to allow a clearance of 100 mm (4 inch) or more at the back of the copier and 150 mm (6 inch) or more at the right of the copier for the removal of the misfed papers.

2.2 Operation Precautions

Operating Environment

The environmental requirements for correct operation of the copier are as follows:

- Temperature: 10°C to 30°C (50°F to 90°F) with fluctuations of no more than 10°C (18°F) within an hour
- Humidity: 15% to 85% with fluctuations of no more than 10% within an hour

Proper Use

To ensure the optimum performance of the copier, follow the precautions listed below:

- Never place heavy objects on the Original Glass or subject it to shocks.
- Never open any copier doors or turn OFF the copier while it is making copies/printing, as a paper misfeed could result.
- Never bring any magnetized object, or use flammable sprays or liquids, near the copier.
- ✚ Always make sure that the power plug is completely plugged into the electrical output.
- Always make sure that the copier's power plug is visible and not hidden by the copier.
- ✚ Always unplug the copier from the electrical outlet if the copier is not to be used for a long period of time.
- ✚ Always provide good ventilation when making a large number of continuous copies/printed pages.

CAUTION

A negligible amount of ozone is generated during normal operation of this copier. An unpleasant odor may, however, be detected in poorly ventilated rooms during extensive copier operations.

➔ For a comfortable operating environment, it is recommended that the room be well ventilated.

CAUTION

The area around the Fusing Unit is extremely hot.

➜ Do not touch any area other than those authorized in the manual to reduce the risk of burns. Be especially careful not to touch parts marked with warning labels, and their surrounding areas.

Transporting the Copier

If you need to transport the copier over a long distance, consult your Tech. Rep.

Care of Copier Supplies

Use the following precautions when handling the copier supplies (toner, paper, etc.).

✚ Store the supplies in a location that meets the following requirements:
Free from direct sunlight
Away from any heating apparatus
Not subjected to high humidity
Not extremely dusty

✚ Paper that has been removed from its wrapper but not loaded in the copier should be stored in a sealed plastic bag in a cool, dark place.

- Use only toner that has been manufactured specifically for this copier. Never use other types of toner.
- Keep all supplies out of the reach of children.

CAUTION

Be careful not to spill toner inside the copier or get toner on your clothes or hands.

➜ If your hands become soiled with toner, immediately wash them with soap and water.

2.3 Legal Restrictions on Copying

Certain types of documents must not be copied with the purpose or intent to pass copies of such documents off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible copying.

<Financial Instruments>

- Personal checks
- Travelers checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

<Legal Documents>

- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

<General>

- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to copy domestic or foreign currencies, or works of art, without permission of the copyright owner.

When in doubt about the nature of a document, consult with legal counsel.

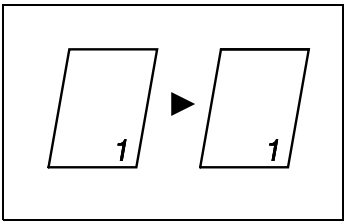
3 Before Making Copies

3.1 Available Features

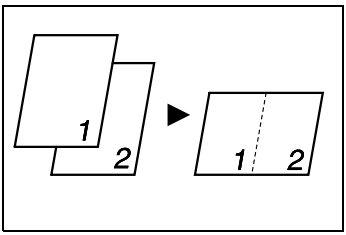
The main copy settings available with this copier are listed below. For details on their operation, refer to the pages indicated.

Copies

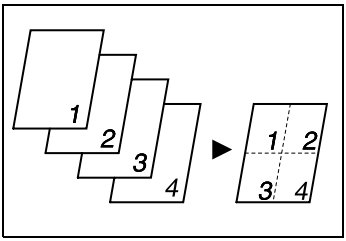
- 1-sided copies (p.6-1)



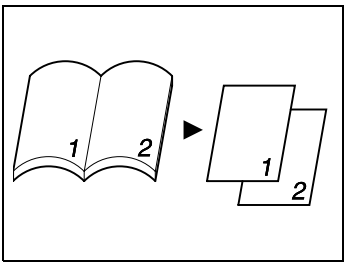
- 2in1 copies (p.6-1)



- 4in1 copies (p.6-1)

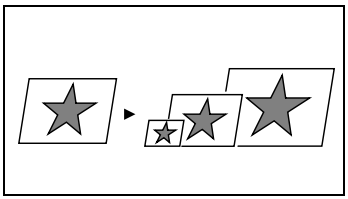


- Book separation copies (p.6-2)



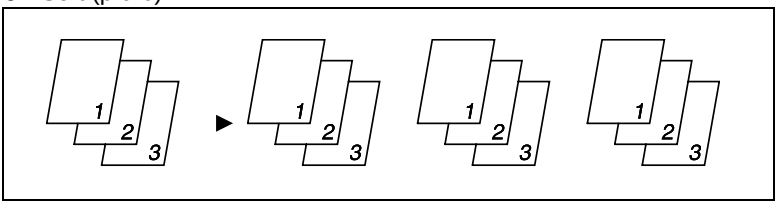
Zoom Ratio

- Reduced/Full Size/Enlarge (p.5-11)

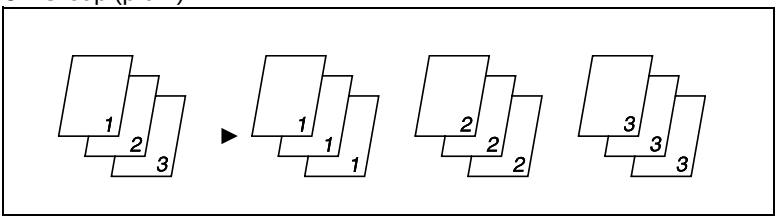


Finishing

- Sort (p.6-6)



- Group (p.6-7)



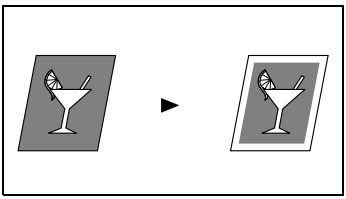
...

Note

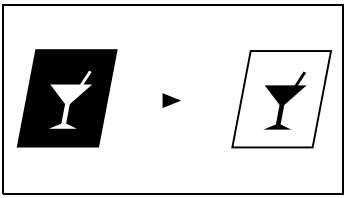
The Finishing functions available are limited according to the options equipped to the copier.

Applications

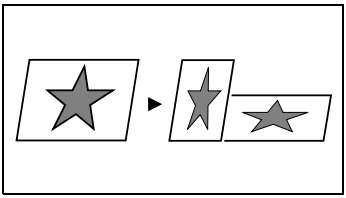
- Erase (p.6-10)



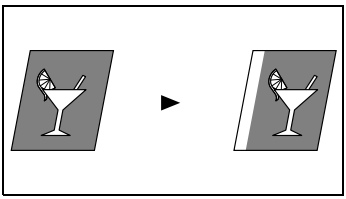
- Neg. ↔ Pos. Reverse (p.6-13)



- X/Y Zoom (p.5-14)

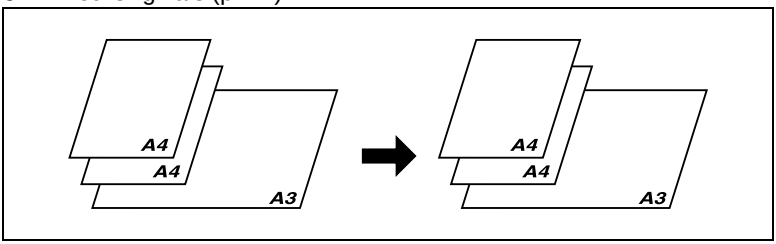


- File Margin (p.6-14)



Mixed Orig. Detection

- Mixed Originals (p.4-4)



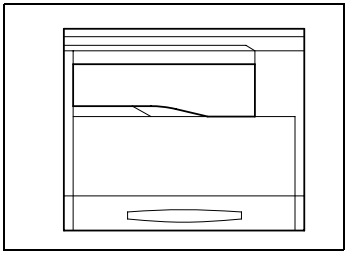
Note

The Mixed Orig. Detection function is available when the copier is equipped with an Automatic Document Feeder (option).

3.2 Components and Their Functions

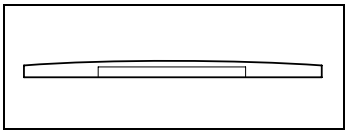
Copier

- D1531iD/D1831iD



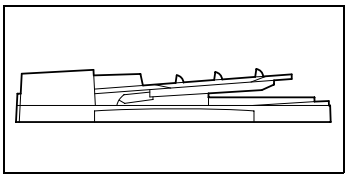
Original Cover Kit OC-5 (option)

- Presses down on an original placed on the Original Glass.
  Standard on D1531iD.



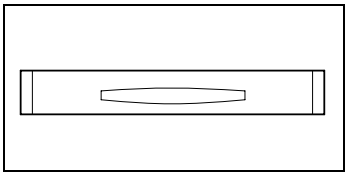
Automatic Document Feeder AF-10 (option)

- Automatically feeds originals one page after another for scanning.



Paper Feed Cabinet PF-120 (option)

- Capable of holding up to 250 sheets of paper.



Shifting Unit OT-103 (option)

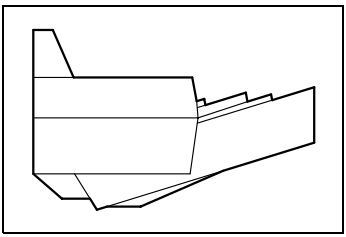
- Permits sorting or grouping of copies according to the particular finishing setting made.

Job Tray JS-202 (option)

- Performs sorting and grouping of faxes, printed pages, and copies into the upper or lower bin.

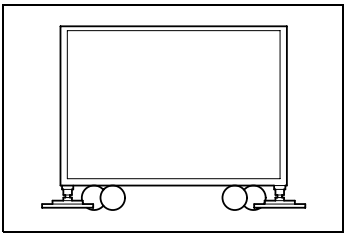
Multiple Bypass MB-5 (option)

- Up to 50 sheets of Paper can be loaded in the Bypass Tray.



Copy Desk CD-1H (option)

- Adjusts the height when a Paper Feed Cabinet is mounted.



Fax unit for D1831iD/D1531iD FX-1 (option)

- Permits fax transmission using this copier.

Printer Controller Pi1802e (option)

- A built-in type printer controller that allows the copier to be used as a printer with the copier connected to a personal computer.

Network Interface Card NC-3 (option)

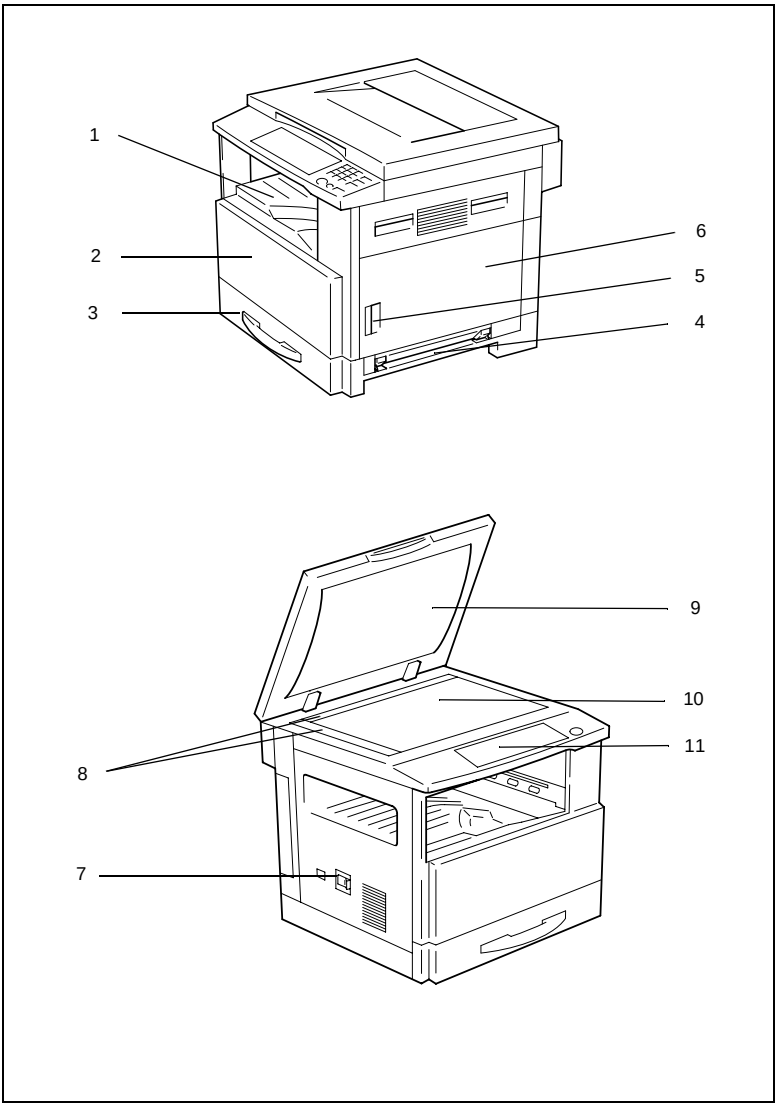
- Allows the copier to be used as a network printer.

16MB Memory for Copier M16-4 (option)
32MB Memory for Copier M32-3 (option)

- Expands the memory capacity of the copier (16 MB, 32 MB), thereby allowing image rotation and 2in1 copying to be performed.

3.3 Parts Names and Their Functions

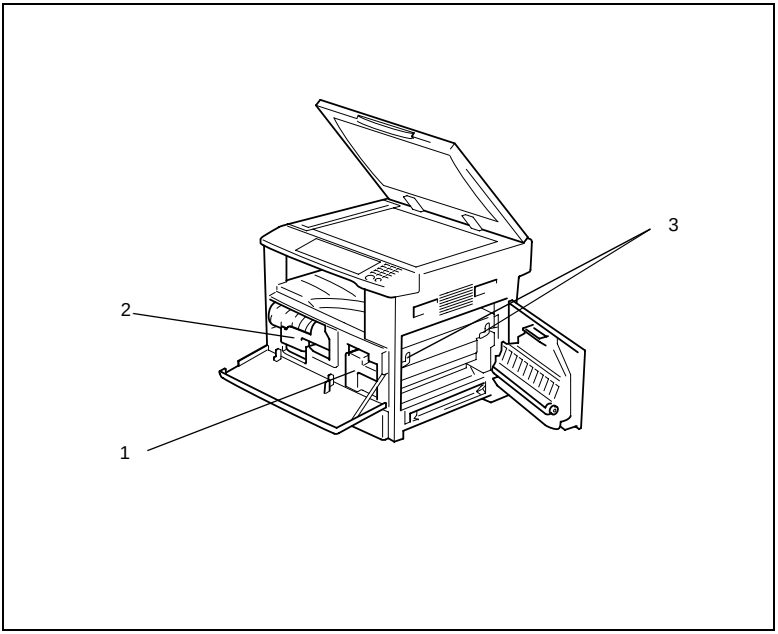
Copier



* The above illustrations represent a copier mounted with the optional Original Cover Kit.

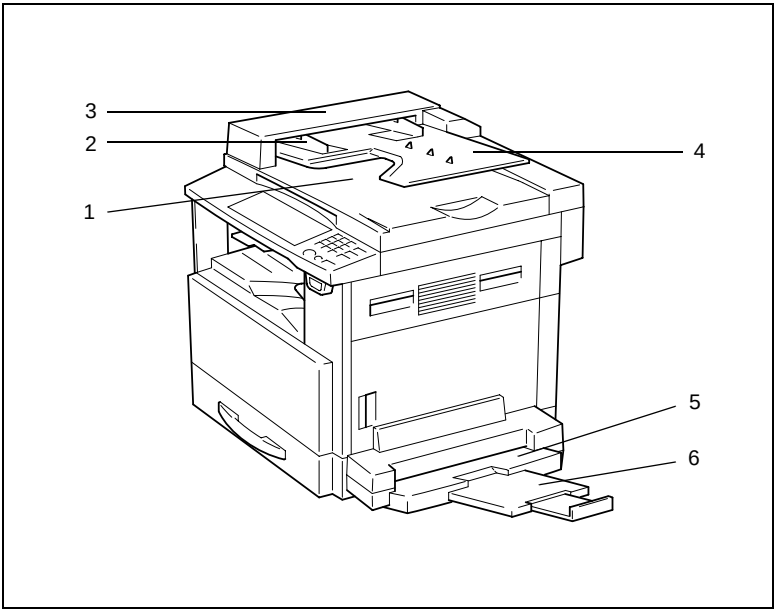
No.	Part Name	Description
1	Copy Tray	Holds copies fed out face down from the copier.
2	Front Cover	Open when replacing the Toner Bottle. (p.8-8)
3	1st Tray	Holds up to 250 sheets of paper and easily adjusts to different paper sizes. Special paper can be used. (p.3-22)
4	Manual Bypass Tray	Use for manual feeding of paper. The paper is fed one sheet at a time. Special paper can be used. (p.5-6)
5	Lock Release Lever	Use to unlock the Side Cover.
6	Side Cover	Open to clear a misfed sheet of paper.
7	Power Switch	Use to turn the copier ON and OFF. (p.3-15)
8	Original Scales	Use to align the original. (p.4-7)
9	Original Cover	Holds the original against the Original Glass.
10	Original Glass	Place your original on this glass to allow the copier to scan it. The original is to be placed face down. (p.4-6)
11	Control Panel	Use to start a copy cycle and make necessary settings. (p.3-12)

Inside the Copier



No.	Part Name	Description
1	Imaging Unit	Forms a copy image. The Imaging Unit is to be replaced only by your Tech. Rep.
2	Toner Bottle Holder	Open to replace the Toner Bottle.
3	Pressure Lever	Use to clear a misfed sheet of paper at the Fusing Unit. (p.8-12)

Options

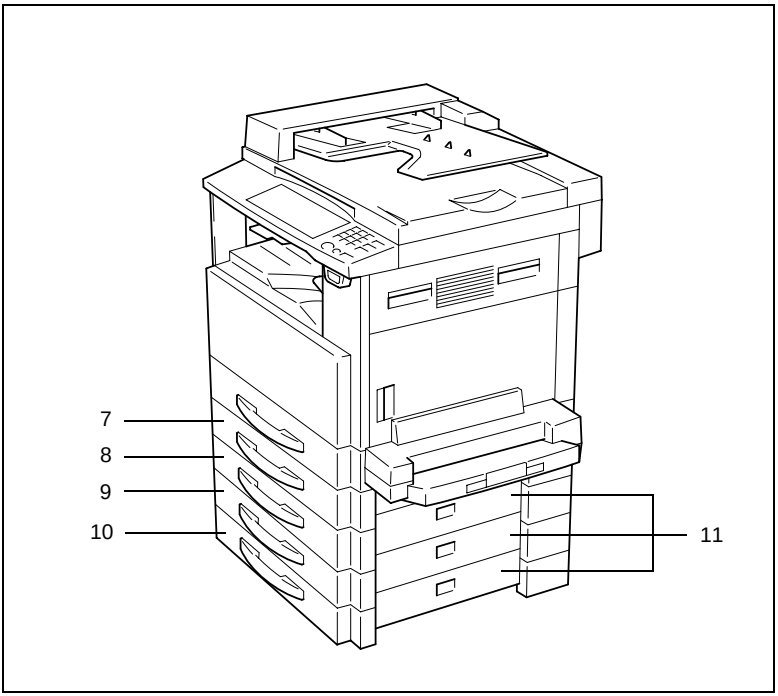


Automatic Document Feeder

No.	Part Name	Description
1	Document Exit Tray	Receives originals which have been scanned by the copier.
2	Document Guide Plate	Slide the guide plate to the size of the originals. (p.4-3)
3	Document Feeder Cover (Doc. Feed Cover)	Open when clearing an original that has been misfed. (p.8-18)
4	Document Feeder Tray	Load the originals to be copied face up on this tray. (p.4-3)

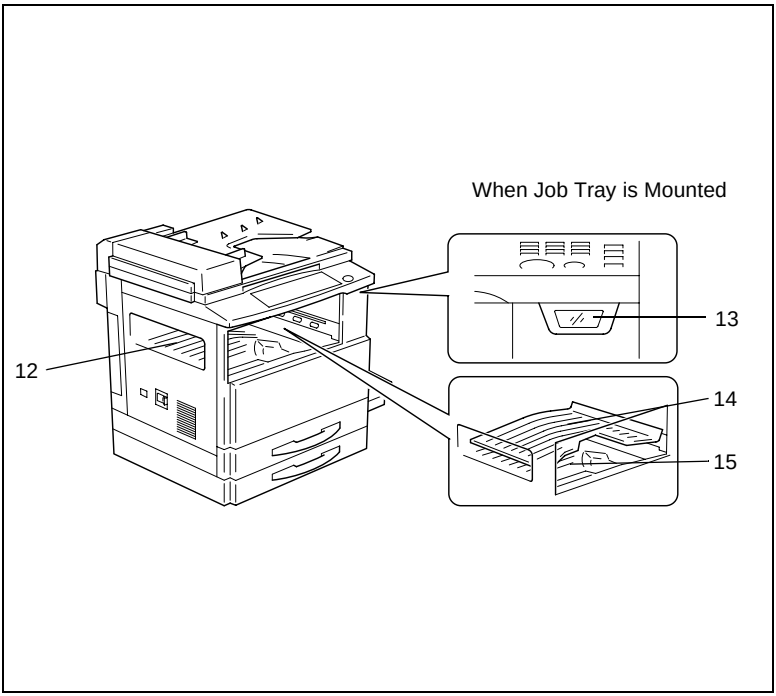
Multiple Bypass Tray

No.	Part Name	Description
5	Bypass Tray	Up to 50 sheets of plain paper or 20 sheets of special paper can be loaded on this tray. (p.8-7)
6	Bypass Tray Extender	Slide this Bypass Tray Extender out to load paper of a large size.



Paper Feed Cabinet

No.	Part Name	Description
7	2nd Tray	Up to 250 sheets of plain paper can be loaded. (p.8-6) D1831iD accepts a Paper Feed Cabinet of four trays. D1531iD accepts a Paper Feed Cabinet of one tray.
8	3rd Tray	
9	4thTray	
10	5thTray	
11	Side Cover	Open to clear a misfed sheet of paper. (p.8-15)



Shifting Unit

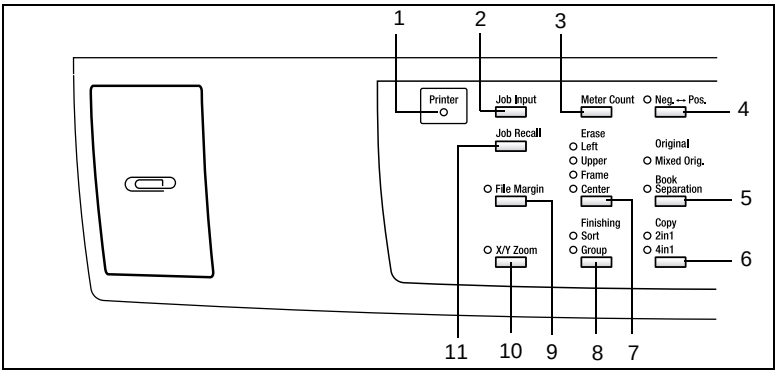
No.	Part Name	Description
12	Copy Tray	Receives copy sets sorted.

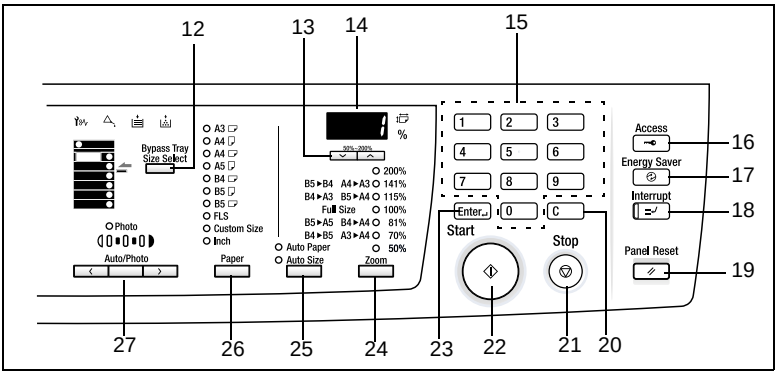
Job Tray

No.	Part Name	Description
13	Copy Tray Lamp	Lights up when paper is fed into the Upper Copy Tray.
14	Upper Copy Tray	Receives printed pages produced via the personal computer or faxes received.
15	Lower Copy Tray	Receives copies made.

3.4 Control Panel

Names of Control Panel Parts and Their Functions





No.	Part Name	Description
1	Printer lamp	• Lit while data received from personal computer is being printed. Blinks while data is being transferred. For details, refer to the Printer Controller User Manual.
2	Job Input key	• Press to select the Job Input mode. Two different jobs can be programmed.
3	Meter Count key	• Press to display the Total Counter or Size Counter value.
4	Neg. ↔ Pos. key	• Press to copy an original with the original tonal arrangements reversed.
5	Original key	• Press to select the Mixed Org. or Book Separation function.
6	Copy key	• Press to select the 2in1 or 4in1 function.

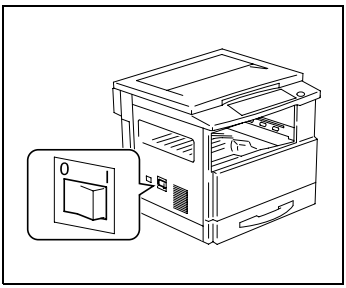
No.	Part Name	Description
7	Erase key	• Press to select the erase position.
8	Finishing key	• Press to select the finishing function.
9	File Margin key	• Press to select the File Margin mode.
10	X/Y Zoom key	• Press to make a copy with different zoom ratios set for X (horizontal) and Y (vertical) directions.
11	Job Recall key	• Press to recall either one of the two jobs previously stored in memory.
12	Bypass Tray Size Select key	• Press to select the size of the paper loaded in the Bypass Tray.
13	Zoom ([∧][∨]) key	• Press to change the zoom ratio in the range between 50% and 200% in 1% increments. • What is shown on the Display changes from the number of copies to be made to the zoom ratio.
14	Display	• Shows the number of copies to be made, the zoom ratio, and other setting data.
15	10-Key Pad	• Use to type in the number of copies to be made and any other numeric data.
16	Access key	• Press when entering an account number. • Becomes valid only when Copy Track has been set.
17	Energy Saver key	• Press to set the copier into the Energy Saver mode.
18	Interrupt key	• Press to interrupt a copy job.
19	Panel Reset key	• Press to reset all copy functions and settings to their defaults. • Holding down the key for 3 seconds or more will set the copier into the Utility mode.
20	Clear key	• Press to reset the number of copies to “1.”
21	Stop key	• Press to stop a print cycle. • Press to stop a scanning sequence.
22	Start key	• Press to start a scanning sequence. • Press to start a print cycle. • Press to validate the setting just made. • The key lights up green when the copier is ready to make copies, orange when it is not ready to make copies.
23	Enter key	• Press to validate the setting just made.
24	Zoom key	• Press to select a zoom ratio from among those fixed ratios available as standard.
25	Auto Paper/Auto Size key	• Press to select either Auto Paper or Auto Size.
26	Paper key	• Press to select the paper size.
27	Auto/Photo key	• Press to adjust the image density of the copy.

Icons on the Control Panel

Icon	Name	Description
	Paper Misfeed indicator	Lights up when a paper misfeed occurs in the copier.
	Malfunction indicator	Lights up when a malfunction occurs in the copier.
	Maintenance indicator	Blinks or lights up when the time approaches that copier needs maintenance service. Call your Tech. Rep.
	Add Paper indicator	Lights up when the paper source currently selected for use runs out of paper.
	Add Toner indicator	Lights up when toner will soon run out.

3.5 Turning ON and OFF and the Initial Mode

How to Turn ON/OFF the Copier



Turning Copier ON:

➜ Press the Power Switch to the | (ON) position.

Turning Copier OFF:

➜ Press the Power Switch to the ○ (OFF) position.

✎ . . .

Note

Do not turn OFF the copier while a copy cycle is being run, as paper misfeed will result. Before attempting to turn OFF the copier, always be sure that the current copy cycle has been completed.
Turning OFF the copier will initialize all settings except those for the jobs previously programmed and Utility Mode.

✎ . . .

Note

The copier automatically enters the Energy Saver mode 15 min after it has been touched last. It also enters the Auto Shut OFF mode automatically 30 min after it has been touched last.
The time for the copier to enter the Energy Saver and Auto Shut OFF mode can be set by selecting User's Choice. For details, refer to "Using the Utility Mode" (p.7-1, p.7-8).

When Copier is Turned ON

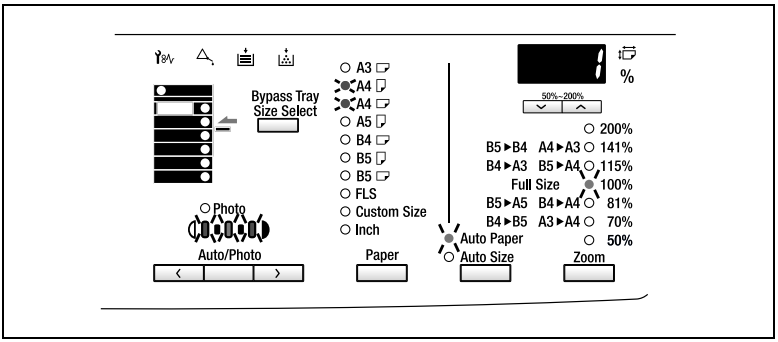
When the Power Switch is turned ON, the [Start] key starts blinking indicating that the copier is warming up.

At this time, the copier can be specified for the Auto Copy Start function by loading a document in the Automatic Document Feeder and pressing the [Start] key.

Pressing the [Start] key at this time will not immediately start the copy cycle. Rather, you are going to have to wait for about 30 seconds (at an ambient temperature of 23°C (73.4°F)).

Default Settings

When the copier is turned ON, the function indicators on the control panel will indicate the default settings which serve as the reference for all control panel settings to be made later.



Default settings

- Number of copies: 1
- Exposure: Auto
- Zoom ratio: 100% (full size)
- Paper: Auto Paper (When Automatic Document Feeder is mounted)
- Finishing: Non-Sort

Note

<For inch area only>
For size setting, enter the value by mm using the 10-Key Pad. Refer to conversion rate below.
1 inch = 25.4 mm

Tip

The default settings can be customized by selecting User's Choice. (p.7-2)

3.6 Useful Functions

Panel Resetting

Press the [Panel Reset] key to return all modes and functions (zoom ratio, number of copies, etc.) to their defaults. (All selected settings are canceled.)

Tip

The [Panel Reset] key comes in handy for canceling all selected settings at one time.
To avoid accidentally using settings from the previous copy job, press the [Panel Reset] key to return all functions and settings to their defaults before making any setting for your current job.

Auto Panel Reset

Without pressing the [Panel Reset] key, the copier automatically resets all functions and settings to their defaults 1 min after a copy cycle has been completed or a key operated.

Tip

The length of time before the copier automatically resets itself can be set between 1 min and 5 min, in addition to 30 seconds. The Auto Panel Reset function can even be disabled.
For more details, refer to “User’s Choice” (p.7-2, p.7-8).

Energy Saver

Instead of turning OFF the copier, it can be set into a standby state (Energy Saver mode).

To set the copier into the Energy Saver mode, press the [Energy Saver] key. In addition, if the copier is not used for a set length of time, it will automatically enter the Energy Saver mode. The default length of time is 15 min.

To cancel the Energy Saver mode, press any key on the control panel.

Note
If the Auto Shut OFF function is activated while the copier is in the Energy Saver mode, the copier will automatically turn itself OFF.

Tip
The length of time before the copier enters the Energy Saver mode can be set between 1 min and 240 min.
For more details, refer to "User's Choice" (p.7-2, p.7-8).

Auto Shut OFF

If a set length of time elapses after the copier has been operated last, the copier is designed to automatically turn itself OFF to save energy. The default length of time is 30 min.

Tip
The length of time before the Auto Shut OFF function is activated can be set between 15 min and 240 min. The Auto Shut OFF function can even be disabled. For more details, refer to "User's Choice" (p.7-2, p.7-8 and p.7-26).

Auto Copy Start

If a document is loaded and the [Start] key is pressed during the period after the copier has been turned ON but before it is ready to make copies, the copier will automatically start the copy cycle as soon as it completes the warm-up cycle.

Interrupting Copy Jobs

During a long continuous copy or print cycle, the copier may be needed to quickly run a different job. To interrupt a current job, press the [Interrupt] key.

Press the [Interrupt] key a second time to return to the stopped job.

Note

Depending on the specific settings made, the current job may reject the Interrupt mode. Also, some functions are not available for the Interrupt mode. For more details, refer to the "Function Combination Table"(p.10-6).

Auto Tray Switching

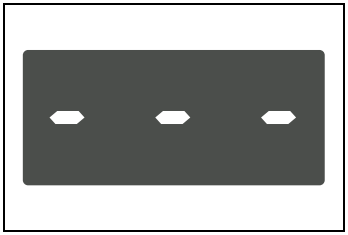
If the current tray runs out of paper during a copy cycle and there is another tray loaded with paper of the same size and in the same direction, the copier will automatically select that tray to continue copying.

Account Number

If account numbers have been programmed, use of the copier can be limited to certain people or to a specified number of copies for each account.

Note

If account numbers have been programmed, the copier cannot be used unless the specific account number is entered first.
<Account number entry screen>
To use this function, set "Copy Track" of "Administrator Mode" under the Utility mode. (p.7-20)

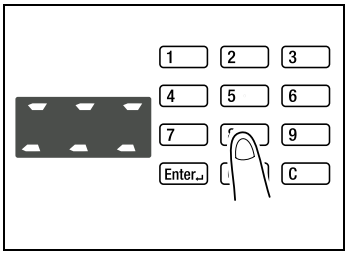


To enter an account number

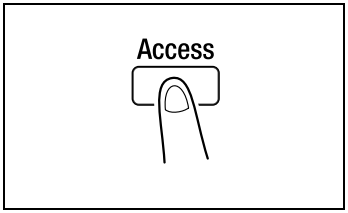
1 Enter the 3-digit account number from the 10-Key Pad.

? *Do you want to correct the access number just entered?*

➜ Press the [Clear] key and then enter the correct account number.



2 Press the [Access] key.



3 The account number entry screen changes to the default setting indication, indicating that the copier is ready to make copies. Run the desired copy cycle.

4 When the copy cycle is completed, press the [Access] key a second time.

Printing from the Personal Computer

When the optional printer controller is installed, the copier can be used as a printer configured to a computer network.
For details of operation, refer to the Printer Controller User Manual.

Sending and Receiving Faxes Using the Copier

When the optional Fax unit is mounted, fax transmission can be made using this copier.
For details of operation, refer to the Fax unit User Manual, separately available.

3.7 Copy Paper

Paper Specifications

The following table specifies the type and size of paper to be used with each tray together with its capacity.
<For metric area>

1st Tray	Specifications
Paper Type	• Plain paper, recycled paper (60 g/m^2 to 90 g/m^2) • Special paper: Card (91 g/m^2 to 157 g/m^2), OHP transparencies, postcards, labels
Paper Size	• A3 L to A5 C, FLS (210 mm × 330 mm) (Width: 90 mm to 297 mm; length: 140 mm to 432 mm) • Inch system equivalent 11 × 17 L to 5-1/2 × 8-1/2 (Width: 90 mm to 297 mm; length: 140 mm to 432 mm) * When the Length is set 421 mm to 432 mm, the maximum Width size that can be set becomes 279 mm. When the Width is set 280 mm to 297 mm, the maximum Length size that can be set becomes 420 mm.
Capacity	• Plain paper, recycled paper: 250 sheets • Special paper: 20 sheets

2nd Tray	Specifications
Paper Type	Plain paper, recycled paper (60 g/m^2 to 90 g/m^2)
Paper Size	• A3 L to A5 C, FLS (210 mm × 330 mm) • Inch system equivalent 11 × 17 L to 5-1/2 × 8-1/2 C
Capacity	250 sheets

* Same with the 3rd, 4th, and 5thTray

Manual Bypass Tray	Specifications
Paper Type	• Plain paper, recycled paper (60 g/m^2 to 90 g/m^2) • Special paper: Card (91 g/m^2 to 157 g/m^2), OHP transparencies, postcards, labels
Paper Size	• Width: 90 mm to 297 mm • Length: 140 mm to 432 mm
Capacity	1 sheet

Multiple Bypass Tray	Specifications
Paper Type	• Plain paper, recycled paper (60 g/m^2 to 90 g/m^2) • Special paper: Card (91 g/m^2 to 157 g/m^2), OHP transparencies, postcards, labels
Paper Size	• Width: 90 mm to 297 mm • Length: 140 mm to 432 mm
Capacity	• Plain paper, recycled paper: 50 sheets • Special paper: 20 sheets

<For inch area>

1st Tray	Specifications
Paper Type	• Plain paper, recycled paper (16 lb to 24 lb) • Special paper: Card (24-1/4 lb to 41-3/4 lb), OHP transparencies, postcards, labels
Paper Size	• 11 × 17 L to 5-1/2 × 8-1/2 (Width: 3-9/16 to 11-11/16; length: 5-1/2 to 17) • Metric system equivalent A3 L to A5 C, FLS(8-1/4 × 13) (Width: 3-9/16 to 11-11/16; length: 5-1/2 to 17) * When the Length is set 16-9/16 to 17, the maximum Width size that can be set becomes 11. When the Width is set 11-1/16 to 11-11/16, the maximum Length size that can be set becomes 16-1/2.
Capacity	• Plain paper, recycled paper: 250 sheets • Special paper: 20 sheets

2nd Tray	Specifications
Paper Type	Plain paper, recycled paper (16 lb to 24 lb)
Paper Size	• 11 × 17 L to 5-1/2 × 8-1/2 C • Metric system equivalent A3 L to A5 C, FLS (8-1/4 × 13)
Capacity	250 sheets

* Same with the 3rd, 4th, and 5thTray

Manual Bypass Tray	Specifications
Paper Type	• Plain paper, recycled paper (16 lb to 24 lb) • Special paper: Card (24-1/4 lb to 41-3/4 lb), OHP transparencies, postcards, labels
Paper Size	• Width: 3-9/16 to 11-11/16 • Length: 5-1/2 to 17
Capacity	1 sheet

Multiple Bypass Tray	Specifications
Paper Type	• Plain paper, recycled paper (16 lb to 24 lb) • Special paper: Card (24-1/4 lb to 41-3/4 lb), OHP transparencies, postcards, labels
Paper Size	• Width: 3-9/16 to 11-11/16 • Length: 5-1/2 to 17
Capacity	• Plain paper, recycled paper: 50 sheets • Special paper: 20 sheets

Precautions for Loading Paper

- Be sure to stick to the paper specifications for each tray, i. e., the paper type, paper size, and capacity, as a paper misfeed could result otherwise.
- <For metric area>
  When loading paper of the inch system (Letter, Legal etc.) in the tray, change “Paper Auto Detection” of the User’s Choice. (p.7-9)
  <For inch area>
  When loading paper of the metric system (A3, A4 etc.) in the tray, change “Paper Auto Detection” of the User’s Choice. (p.7-9)
- <For metric area>
  The Inch lamp lights if paper of the inch system (Letter, Legal etc.) is loaded in the tray.
  <For inch area>
  The Metric lamp lights if paper of the metric system (A3, A4 etc.) is loaded in the tray.
- When loading paper of a nonstandard size in the 1st Tray, set “Custom Size Input” of the Utility mode. (p.7-14)
- When loading paper of a nonstandard size in the Bypass Tray, perform the “Custom Size Input (Bypass Tray)” procedure under “Making Copies.” (p.5-9)
- When loading Cards, OHP transparencies, or postcards in the 1st Tray, change “Paper Type (1st Tray)” of User’s Choice. (p.7-9)
- When loading Cards, OHP transparencies, or postcards in the Bypass Tray, change “Paper Type (Bypass Tray)” of User’s Choice. (p.7-9)
- To disable Auto Paper or Auto Tray Switching with recycled paper loaded in the tray, change “Special Paper Setting” of User’s Choice. (p.7-10)
- When loading paper of any FLS size other than the default setting (210 mm (8-1/4) × 330 mm (13)), setting by your Tech. Rep. is necessary. Consult your Tech. Rep. for this setting.

For how to load paper, refer to “When the Add Paper Indicator Lights.” (p.8-4)

4 Loading Originals

4.1 Two Ways of Loading the Original

The original may be loaded in the Automatic Document Feeder or placed directly on the Original Glass. Choose the appropriate method according to the type of the original.

Specific Types of Originals

<For metric area>

Original Loading	Original Type	Original Size
Automatic Document Feeder	Sheet originals • Weight of originals: 50 g/m^2 to 110 g/m^2 • Weight of originals of mixed sizes: 60 g/m^2 to 90 g/m^2	A3 L to A5 L • Original width: 90 mm to 297 mm • Original length: 210 mm to 432 mm
Original Glass	Max. weight of sheet originals, books, or three-dimensional objects: 3 kg	A3 L to A5 • Original width: Up to 297 mm • Original length: Up to 432 mm

<For inch area>

Original Loading	Original Type	Original Size
Automatic Document Feeder	Sheet originals • Weight of originals: 13-1/4 lb to 29-1/4 lb • Weight of originals of mixed sizes: 16 lb to 24 lb	11 × 17 L to 5-1/2 × 8-1/2 L • Original width: 3-9/16 to 11-11/16 • Original length: 8-1/4 to 17
Original Glass	Max. weight of sheet originals, books, or three-dimensional objects: 6-1/2 lb	11 × 17 L to 5-1/2 × 8-1/2 L • Original width: Up to 11-11/16 • Original length: Up to 17

4.2 Loading Originals in the Automatic Document Feeder

The Automatic Document Feeder automatically feeds originals one page after another and lets the copier scan the data on each original. After the copier completes scanning the data, the Automatic Document Feeder ejects it into its tray. To ensure the best possible performance of the Automatic Document Feeder, use only originals of the appropriate type.

Precautions for Using the Automatic Document Feeder

The following types of originals are not suitable for use in the Automatic Document Feeder, as a misfeed or damaged original could result. Place such types of originals on the Original Glass.

- Typing paper, paraffin paper, and other thin paper
- Cards
- Originals larger than A3 (11 × 17) or smaller than A5 (5-1/2 × 8-1/2)
- OHP transparencies, translucent paper
- Wrinkled, dog-eared, curled, or torn originals
- Clipped or stapled originals
- Coated originals such as carbon-backed paper

Note

<For metric area>

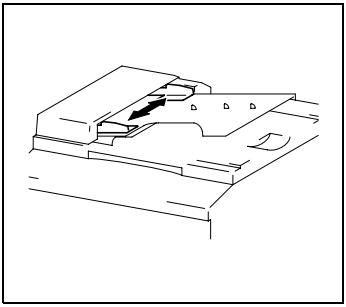
When the original are loaded into the Automatic Document Feeder the original sizes that can be detected in the Auto Paper mode are A3 L, B4 L, A4 L, A4 C, B5 L, A5 L, FLS, Letter L and Letter C. The copier may not be able to detect, or may detect of any other size or irregular size.

<For inch area>

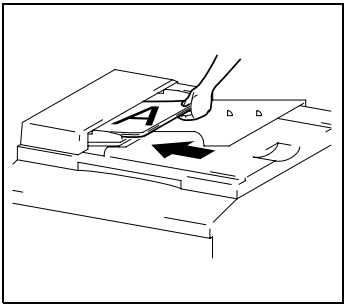
When the original are loaded into the Automatic Document Feeder the original sizes that can be detected in the Auto Paper mode are 11 × 17 L, 11 × 15 L, Legal L, Letter L, Letter C, 5-1/2 × 8-1/2 L, A4 L and A4 C. The copier may not be able to detect, or may detect of any other size or irregular size.

Loading the Originals

1 Slide the front adjustable Document Guide Plate to the size of the originals.



2 Place the stack of originals face up on the Document Feeder Tray.



? *Is the stack of originals neat?*

➜ The maximum number of originals that can be loaded is 50.

➜ Be sure that the top level of the original stack does not exceed the ▼ marking.

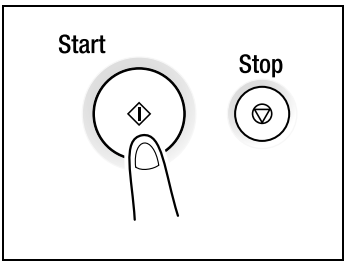
➜ Be sure that the Document Guide Plates touch both the front and rear edges of the original stack. If they are not pressed snugly against the original stack, skewed feeding could result.

➜ You can make copies automatically from originals of assorted sizes loaded in the Automatic Document Feeder. Refer to “Mixed Originals.” (p.4-4)

3 Make the necessary settings.

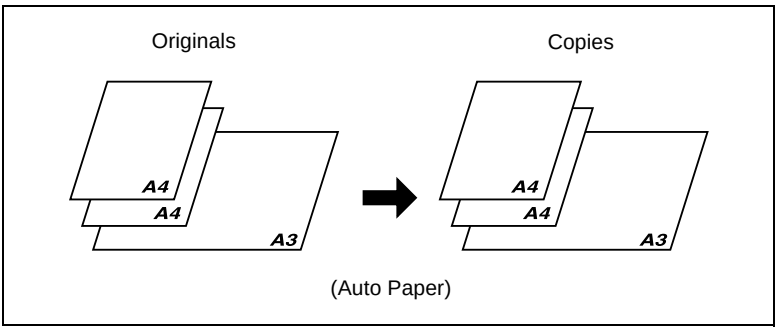
❍ Making Copies (p.5-1)
❍ Advanced Copying (p.6-1)

4 Press the [Start] key to start feeding and copying the originals from the top page.



Mixed Originals

A stack of originals of different sizes can be copied as a set using the Automatic Document Feeder.

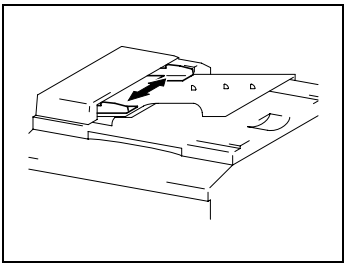


Note

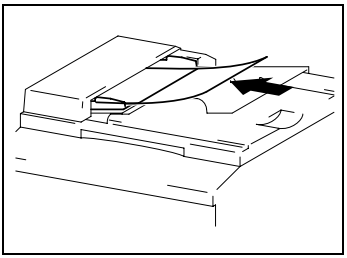
This feature can be used only if the width of the originals is the same. E.g.: A3 L (11 × 17 L) and A4 C (Letter C)

Making Copies from Originals of Mixed Sizes

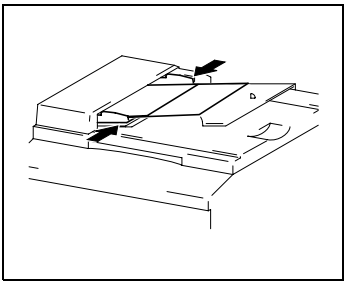
1 Slide the front adjustable Document Guide Plate to the front of the copier.



2 Load the originals face up in the Document Feeder Tray.



3 Press the front adjustable Document Guide Plate tightly up against the front edges of the originals.



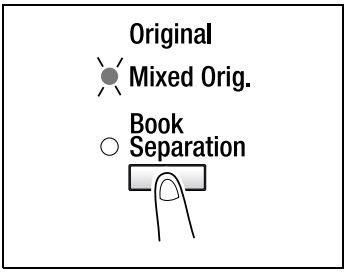
? *Is the stack of originals neat?*

➜ The maximum number of originals that can be loaded is 50.

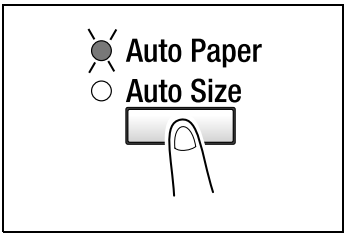
➜ Be sure that the top level of the original stack does not exceed the ▼ marking.

➜ Be sure that the Document Guide Plates touch both the front and rear edges of the original stack. If they are not pressed snugly against the original stack, skewed feeding could result.

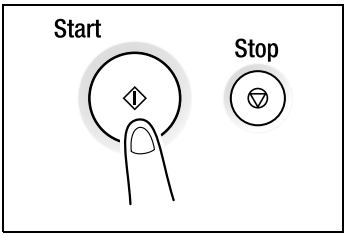
4 Press the [Original] key to light the Mixed Orig. lamp.



5 Press the [Auto Paper/Auto Size] key to light the Auto Paper lamp.



6 Press the [Start] key to start feeding and copying the originals from the top page.



4.3 Place the Original on the Original Glass

The method for positioning the original differs depending on the type of original being used. Be sure to use the appropriate method that best suits the type of original. Refer to p.4-2 for information on using the Automatic Document Feeder.

Precautions for Placing the Original on the Original Glass

Care should be used when positioning the following types of originals.

An original of a nonstandard size:

- The copier is unable to detect the original size automatically, meaning that neither Auto Paper nor Auto Size can be used. Therefore, use the [Paper] key to select the paper size, or the [Zoom] key to select the zoom ratio. (p.5-11)

A highly transparent original (OHP transparencies, translucent paper, etc.):

- Place a blank sheet of paper of the same size over the original. (p.4-8)

A book or other three-dimensional object:

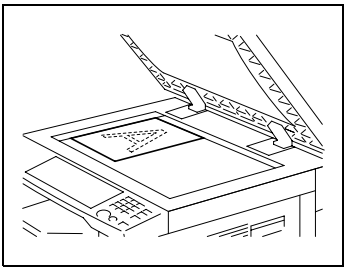
- Let the copier scan the contents of the original with the Original Cover or the Automatic Document Feeder raised. Do not attempt to push the Original Glass with excessive force, as a malfunction could result. The maximum load resistance of the Original Glass is 3 kg (6-1/2 lb).

How to position a sheet original

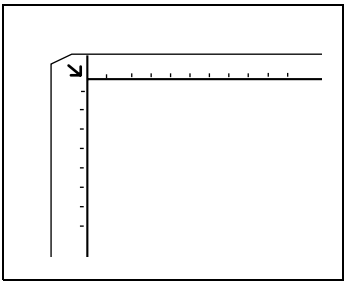
Use the following procedure to position plain paper or an original that is not suitable for use in the Automatic Document Feeder.

1 Raise the Automatic Document Feeder or Original Cover.

2 Place the original face down on the Original Glass.



3 Position the original in the left rear corner aligned with the marker on the scale.



4 Gently lower the Automatic Document Feeder or Original Cover.

5 Make the necessary settings.

- Making Copies (p.5-1)
- Advanced Copying (p.6-1)

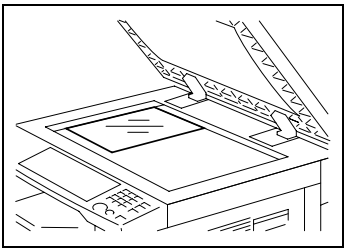
6 Press the [Start] key to start the copy cycle.

Highly Transparent Originals

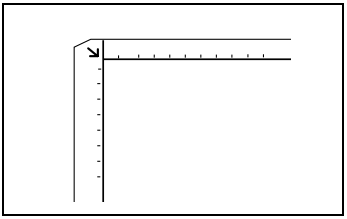
When making a copy from OHP transparencies, translucent paper, or other highly transparent original, position the original as detailed below.

1 Raise the Automatic Document Feeder or Original Cover.

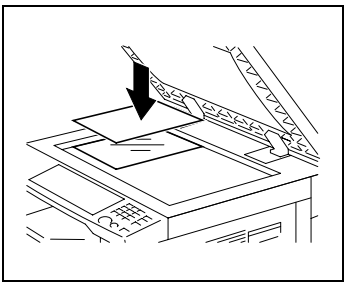
2 Place the original face down on the Original Glass.



3 Position the original in the left rear corner aligned with the marker on the scale.



4 Place a blank sheet of paper of the same size over the original.



5 Gently lower the Automatic Document Feeder or Original Cover.

6 Make the necessary settings.

- ❍ Making Copies (p.5-1)
- ❍ Advanced Copying (p.6-1)

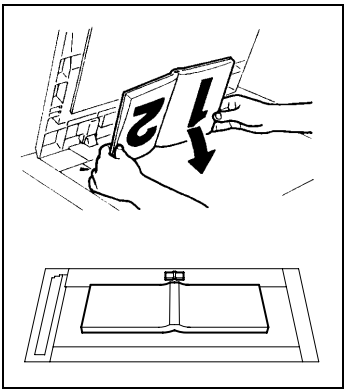
7 Press the [Start] key to start the copy cycle.

Books

When copying an open book or magazine, position the original as detailed below.

1 Raise the Automatic Document Feeder or Original Cover.

2 Position the book face down on the Original Glass, with the top of the book toward the rear of the copier and the center of the open book aligned with the book mark ( ) on the scale.



? *Are there any cautions when you place a book directly on the original Glass?*

➜ Do not place any object that weighs more than 3 kg (6-1/2 lb) on the Original Glass. In addition, do not press down hard on the book, as a damaged Original Glass could result.

3 Gently lower the Automatic Document Feeder or Original Cover.

? *Is a thick book or object being copied?*

➜ Let the copier scan the original without lowering the Automatic Document Feeder or Original Cover. Do not look directly at the Original Glass surface during a scanning sequence since a strong beam of light is emitted. This light beam is not, however, a laser beam and is not as dangerous.

4 Make the Book Separation setting.

❍ Book Separation (p.6-3)

5 Making Copies

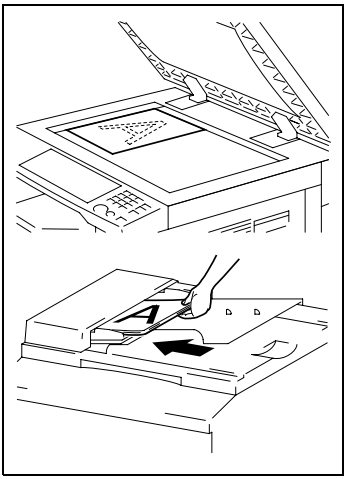
5.1 Copying

The following procedure describes how to place an original and make a basic copy of it.

Making a Basic Copy

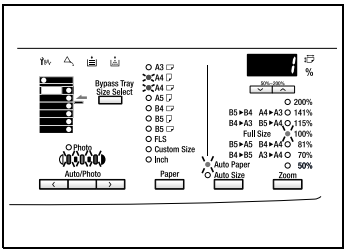
1 Position the original.

- Original Loading (p.4-1)

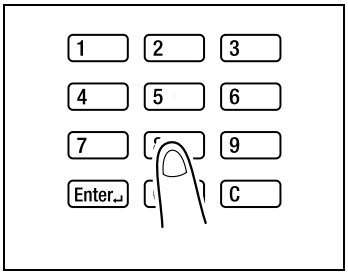


2 Make the necessary control panel settings.

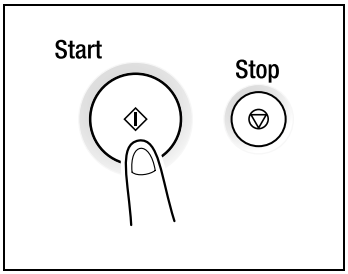
- Selecting the Paper (p.5-3)
- Zoom Ratio (p.5-11)
- Image Density (p.5-16)



3 Enter the number of copies to be made from the 10-Key Pad. Any number from 1 to 99 can be entered.



4 Press the [Start] key.
This will start the copy cycle.
To stop the copy cycle in mid-operation, press the [Stop] key.



5.2 Selecting the Paper

Before making a copy, the tray containing the paper to be used must be selected.
Either the paper source is selected automatically when the size of the original is detected, or you specify the specific paper source manually.

- Auto Paper:
  When “Auto Paper” is selected, the tray containing the most suitable size of paper is selected based on the size of the original and the set zoom ratio.
- Manual paper selection:
  The tray containing the paper you want to use can be manually selected.

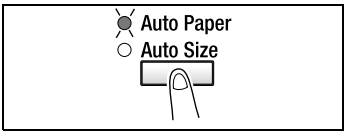
Note
The copier must be equipped with an Automatic Document Feeder to use “Auto Paper.”

Using “Auto Paper”

1 Load the originals in the Automatic Document Feeder.

❍ Original Loading (p.4-1)

2 Press the [Auto Paper/Auto Size] key on the control panel to light the Auto Paper indicator.



3 Make the other necessary settings.

❍ Zoom Ratio (p.5-11)
❍ Image Density (p.5-16)

4 Enter the number of copies to be made from the 10-Key Pad and press the [Start] key.

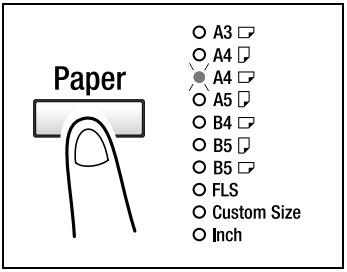
Note
If the copier does not find paper of the appropriate size immediately after the [Start] key has been pressed, the paper size indicator on the control panel starts blinking. Load the paper whose paper size indicator is blinking or press the [Paper] key and select another desired paper size before pressing the [Start] key again.

Manual Paper Selection

1 Position the original.

- Original Loading. (p.4-1)

2 Press the [Paper] key on the control panel until the desired paper size indicator lights.



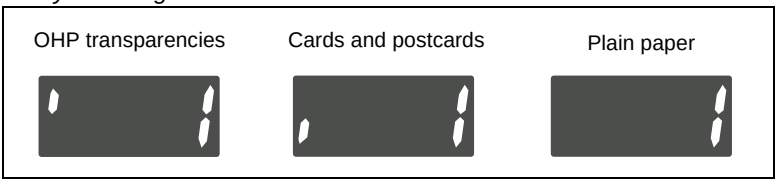
3 Make the other necessary settings.

- Zoom Ratio (p.5-11)
- Image Density (p.5-16)

4 Enter the number of copies to be made from the 10-Key Pad and press the [Start] key.

Tip

The Display shows different marks according to the type of paper set by selecting User's Choice. Details:



If plain paper is set in User's Choice, the "/" mark will not be displayed even if cards or postcards, or OHP transparencies, are loaded in the tray.

5.3 Feeding Paper Manually

Paper can be fed manually through the Bypass Tray if you want to copy onto paper that is not loaded in any tray, or if you want to copy onto special paper, such as OHP transparencies, postcards, or cards.

Types of paper that can be fed through the Bypass Tray

- Plain paper (weighing 60 g/m^2 (16 lb) to 90 g/m^2 (24 lb))
- Recycled paper (weighing 60 g/m^2 (16 lb) to 90 g/m^2 (24 lb))
- Special paper: Card (weighing 91 g/m^2 (24-1/4 lb) to 157 g/m^2 (41-3/4 lb)), OHP transparencies, postcards, and labels

Sizes of paper that can be fed through the Bypass Tray

- Maximum size: 297 mm × 432 mm (11-11/16 × 17)
- Minimum size: 90 mm × 140 mm (3-9/16 × 5-1/2)

Note

Insert one sheet of paper at a time when using the Manual Bypass Tray to make a copy. If the optional Multiple Bypass is mounted, the Bypass Tray can hold up to 50 sheets of paper, or 20 sheets of cards, postcards, or OHP transparencies.

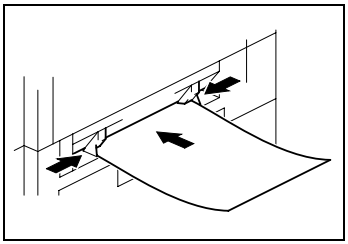
Making Copies by Using the Bypass Tray

<Manual Bypass Tray>

1 Position the original.

- ❍ Original Loading (p.4-1)

2 Slide the Paper Guides to the size of the paper. Load a sheet of paper so that the front side of the paper faces down. At this time, gently insert the paper until it is stopped. Note that the Bypass Tray location indicator on the control panel lights.

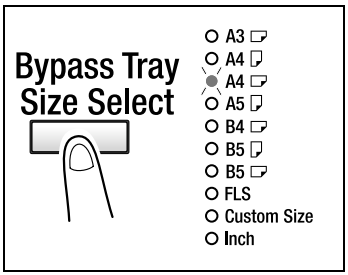


? *Do you want to use a type of paper other than plain paper?*

→ To use cards, postcards, or OHP transparencies, first change the type of paper selecting User's Choice. Refer to "Paper Type (Bypass Tray)" (p.7-9).

→ When loading cards or postcard, be sure to smooth out any curl in the paper.

3 Press the [Bypass Tray Size Select] key until the size of the paper loaded blinks.

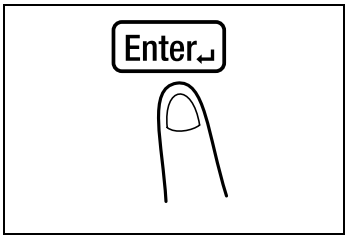


- ❍ If the paper used is of custom size, its size must be input. Refer to the "Custom Size Input (Bypass Tray)" procedure that follows. (p.5-9)

? *Do you know which FLS size has been set?*

→ The FLS size has been set to 210 mm × 330 mm (8-1/4 × 13). Ask your Tech. Rep. if you want to change the FLS size.

4 Press the [Enter] key to light the size of the paper loaded.



5 Make any other necessary settings.

- Zoom Ratio (p.5-11)
- Image Density (p.5-16)

6 Press the [Start] key.

Tip

If the same settings apply to the second and subsequent sheets of paper, you have only to load the paper in the Bypass Tray: This will automatically start the new copy cycle.

Tip

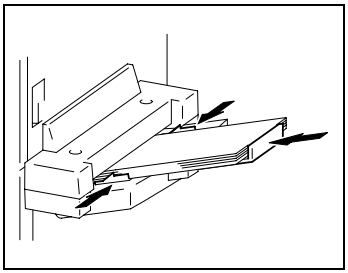
To make copies continuously on cards, OHP transparencies, or postcards, load the paper in the 1st Tray. Refer to "Copy Paper"(p.3-22) and "Adding Paper" (p.8-4).

<Multiple Bypass Tray>

1 Position the original.

- ❍ Original Loading (p.4-1)

2 Adjust the Paper Guides and the Bypass Tray Extender to the size of the paper. Load a stack of paper so that the front side of the paper faces down. At this time, gently insert the paper stack until it is stopped. Note that the Bypass Tray location indicator on the control panel lights.

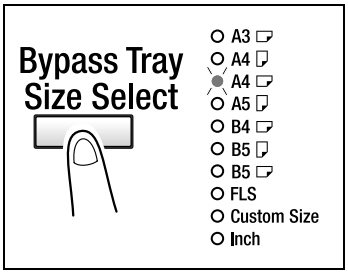


? *Do you want to use a type of paper other than plain paper?*

→ To use cards, postcards, or OHP transparencies, first change the type of paper selecting User's Choice. Refer to "Paper Type (Bypass Tray)" (p.7-9).

→ When loading cards or postcards, be sure to smooth out any curl in the paper.

3 Press the [Bypass Tray Size Select] key until the size of the paper loaded blinks.



- ❍ If the paper used is of custom size, its size must be input. Refer to the "Custom Size Input (Bypass Tray)" procedure that follows. (p.5-9)

? *Do you know which FLS size has been set?*

→ The FLS size has been set to 210 mm × 330 mm (8-1/4 × 13). Ask your Tech. Rep. if you want to change the FLS size.

4 Press the [Enter] key to light the size of the paper loaded.

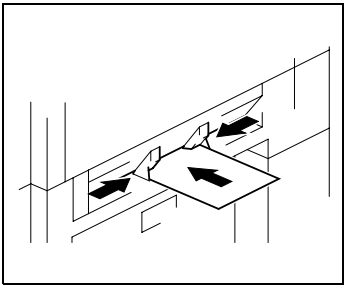
5 Make any other necessary settings.

- ❍ Zoom Ratio (p.5-11)
- ❍ Image Density (p.5-16)

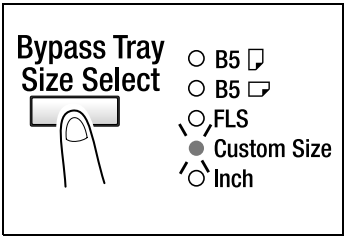
6 Press the [Start] key.

<Custom Size Input (Bypass Tray)>

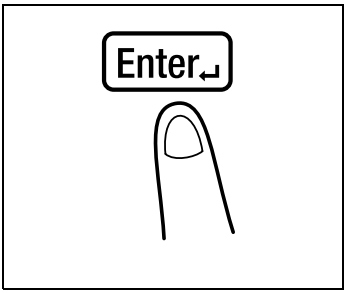
1 Slide the Paper Guides to the size of the paper. Gently insert the paper with the front side of the paper facing down until it is stopped. Note that the Bypass Tray location indicator on the control panel lights.



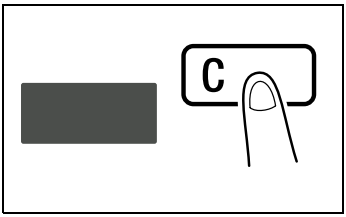
2 Press the [Bypass Tray Size Select] key until the Custom Size indicator blinks.



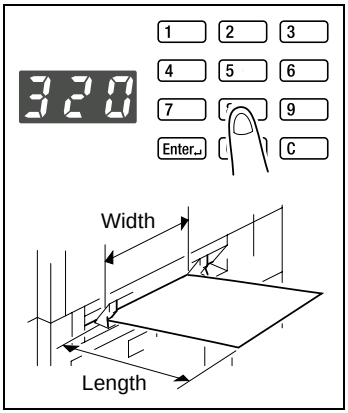
3 Press the [Enter] key.



4 Press the [Clear] key to clear the old value shown on the Display.



5 Enter the length (mm) of the paper from the 10-Key Pad.



? *Do you know what is the range for the paper length of custom size?*

➜ The length can range from 140 mm (5-1/2) to 432 mm (17).

? *Do you want to change the value just entered?*

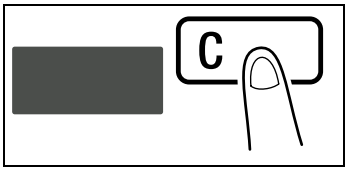
➜ Press the [Clear] key and then re-enter the new value.

? *What are the precautions for entering a custom size?*

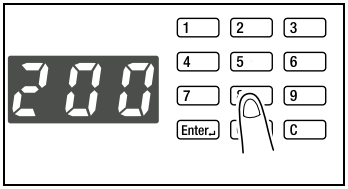
➜ Note the conventions for the paper dimensions, width and length.

6 Press the [Enter] key.

7 Press the [Clear] key to clear the old value shown on the Display.



8 Enter the width (mm) of the paper from the 10-Key Pad.



? *Do you know the range for paper width of custom size?*

➜ The width can range from 90 mm (3-9/16) to 297 mm (11-11/16).

? *Do you want to change the value just entered?*

➜ Press the [Clear] key and then re-enter the new value.

9 Press the [Enter] key.

...

Tip

<For inch area only>

Enter the value by mm using the 10-Key Pad. Refer to conversion rate below.

1 inch = 25.4 mm

5.4 Specifying the Zoom Ratio

By specifying a zoom ratio, the copy can be enlarged or reduced.

Types of Zoom Ratio Setting	Description
Auto Size	This setting automatically selects the most appropriate zoom ratio based on the size of the original loaded and the paper size selected for use. The copier must be equipped with an Automatic Document Feeder.
Fixed ratios	The following optimum zoom ratios are available for making copies from commonly used original sizes to standard paper sizes. <For metric area> • 50% • 70% (A3 ▶ A4, B4 ▶ B5) • 81% (B4 ▶ A4, B5 ▶ A5) • 115 % (B4 ▶ A3, B5 ▶ A4) • 141% (A4 ▶ A3, B5 ▶ B4) • 200% <For inch area> • 50% • 64% (11 × 17 ▶ Letter) • 78% (Legal ▶ Letter) • 121% (Legal ▶ 11 × 17) • 129% (Letter ▶ 11 × 17) • 200%
Ratios set using Zoom ([∧][∨]) key	Touching the [∧] or [∨] key increases or decreases the zoom ratio in 1% increments. The ratio can range from 50% to 200%.
Full Size	This setting makes a copy the same size as the original (100%).
X/Y Zoom	This setting allows the zoom ratio to be set independently for X (horizontal) and Y (vertical) directions. The ratios can be set directly from the 10-Key Pad, in the range between 50% and 100%.

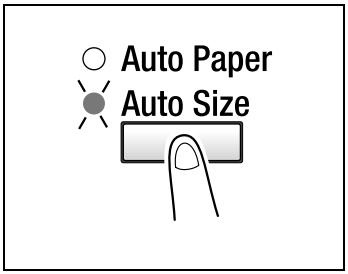
Setting the Zoom Ratio

<Auto Size>

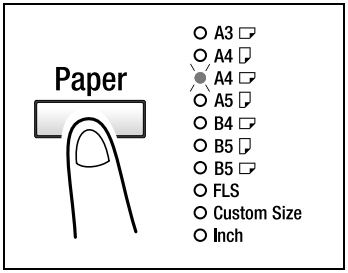
1 Position the original.

- ❍ Original Loading (p.4-1)

2 Press the [Auto Paper/Auto Size] key on the control panel until the Auto Size indicator lights.



3 Press the [Paper] key on the control panel until the desired paper size indicator lights.



4 Make any other necessary settings.

- ❍ Image Density (p.5-16)

5 Enter the number of copies to be made from the 10-Key Pad and then press the [Start] key.

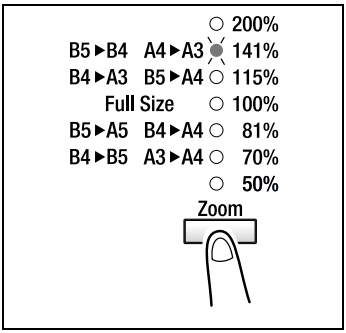
<Fixed and Variable Zoom Ratios>

1 Position the original.

- Original Loading (p.4-1)

2 Press the [Zoom] key on the control panel until the desired zoom ratio indicator lights.

- To set a custom zoom ratio, press [∧] or [∨] key to reach the desired ratio. Pressing this key changes the ratio in 1% increments.



3 Make any other necessary settings.

- Selecting the Paper (p.5-3)
- Image Density (p.5-16)

4 Enter the number of copies to be made from the 10-Key Pad and then press the [Start] key.

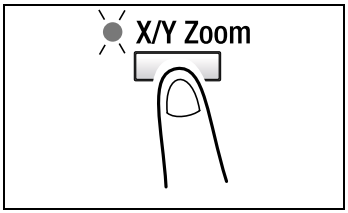
X/Y Zoom

This setting allows you to enter the zoom ratio for X and Y independently from the 10-Key Pad.

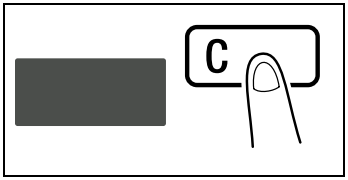
1 Position the original.

❍ Original Loading (p. 4-1)

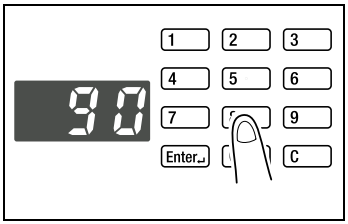
2 Press the [X/Y Zoom] key on the control panel to light the X/Y Zoom indicator.



3 Press the [Clear] key to clear the old value for X (length).



4 First, enter the zoom ratio (%) for X (length) from the 10-Key Pad and then press the [Enter] key.



? *Do you know the range for the value X in X/Y Zoom?*

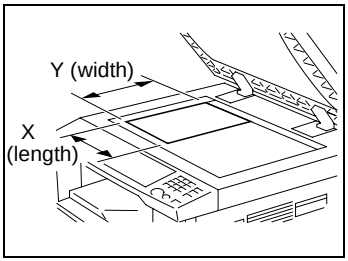
➜ The ratio can range from 50% to 100%.

? *Do you want to change the value just entered?*

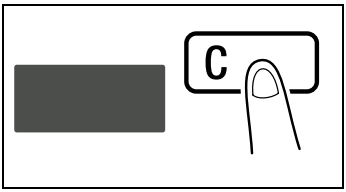
➜ Press the [Clear] key and then re-enter the new value.

? *What happens when a value outside the specified range is entered?*

➜ The Display shows “Err.” Press the [Clear] key and re-enter a new value that falls within the range.



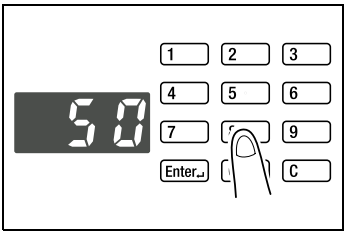
5 Press the [Clear] key to clear the old value for Y (width).



6 Enter the zoom ratio (%) for Y (width) from the 10-Key Pad and then press the [Enter] key.

? *Do you know the range for the value Y in X/Y Zoom?*

➜ The ratio can range from 50% to 100%.



7 Make any other necessary settings.

❍ Image Density (p.5-16)

8 Enter the number of copies to be made from the 10-Key Pad and then press the [Start] key.

5.5 Adjusting the Image Density

The image density setting can be adjusted in two broad modes, “Text” and “Photo.”

Image Density Setting

- Text mode:
  The image density can be adjusted either automatically (Auto) or manually in five steps.
  - ❍ The image density is adjusted automatically according to the original from which a copy is to be made.
  - ❍ When you want to make a copy from newspaper or magazine and you do not want the backside image to be produced on the copy, use the [‹] key to select a lighter setting. To reproduce a pale color of a bright image, use the [›] key to select a darker setting.
    Selecting a darker setting could result in a background image being reproduced on the copy, while selecting a lighter setting could make the copy image itself too light: Select the appropriate level according to your original.
- Photo mode:
  Select Photo when making a copy from an original having a large halftone image, such as photos.

Setting the Image Density

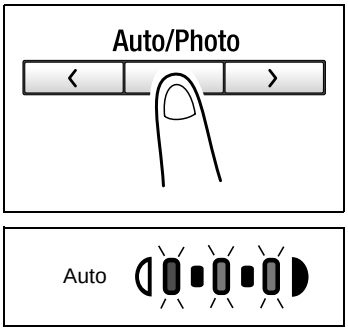
1 Position the original.

- ❍ Original Loading (p.4-1)

2 Press the [Auto/Photo] key on the control panel to select the desired mode.

? *Do you know how to select Auto?*

→ Light the auto exposure lamp as shown on the right.



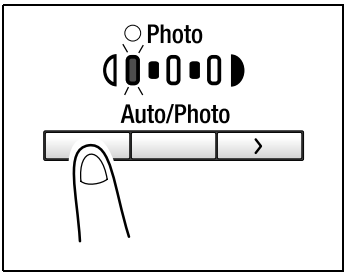
? *Do you know how to select Photo?*

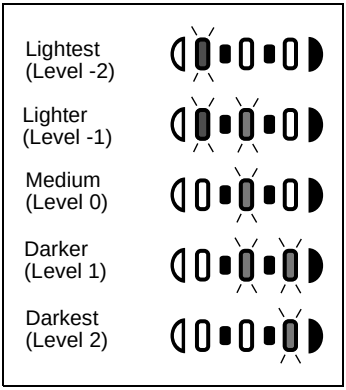
→ Light the Photo indicator. In the Photo mode, Auto cannot be selected.

3 If you want to adjust the image density manually, press the [‹] or [›] key to select the desired setting.

? *Do you know what to do after selecting Manual?*

➔ Refer to the diagram on the right for the relationship between the control panel indication and image density.





4 Make any other necessary settings.

- ❍ Selecting the Paper (p.5-3)
- ❍ Image Density (p.5-16)

5 Enter the number of copies to be made from the 10-Key Pad and then press the [Start] key.

5.6 Interrupting a Copy Job

By selecting the [Interrupt] key, a multi-copy cycle can be stopped at any time to make an urgent copy.

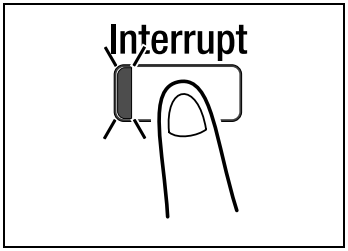
...

Note

Some functions cannot be interrupted. Also, some settings may not be available when a copy job is interrupted. For more details, refer to the "Function Combination Table" (p.10-6).

To Interrupt a Copy Job

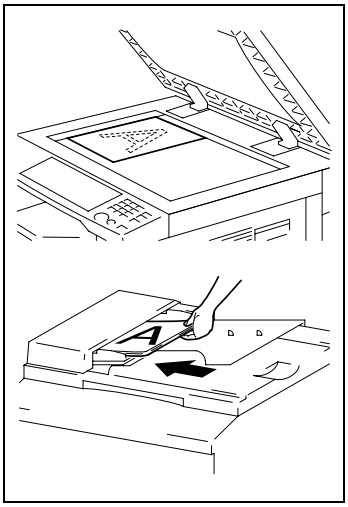
1 Press the [Interrupt] key.
The Interrupt indicator lights and the current copy cycle pauses.



? *Do you know what settings can be selected when the [Interrupt] key is pressed?*

➜ When the [Interrupt] key is pressed, all functions and settings indicated on the control panel are reset to their defaults.

2 Remove the original of the interrupted copy job and then position the new one that you want to copy.



3 Make any other necessary settings.

- Selecting the Paper (p.5-3)
- Zoom Ratio (p.5-11)
- Image Density (p.5-16)

4 Enter the number of copies to be made from the 10-Key Pad and then press the [Start] key.
This will start the interrupt copy cycle.

5 After the interrupt copy has been made, press the [Interrupt] key:
The Interrupt indicator will go out and the settings will be recovered for the interrupted copy job.

6 Reposition the original for the interrupted copy job that has been removed in step 2.

7 Press the [Start] key.
The interrupted copy job will be resumed.

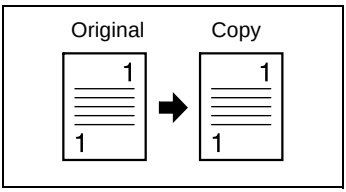
6 Advanced Copying

6.1 Making 1-Sided Copies

This section describes the setting combinations for the various types of originals and copies and the procedure for selecting the appropriate settings to produce the intended results. The [Original] key and the [Copy] key on the control panel allow you to make the various setting combinations.

1-sided:

➔ This is the ordinary 1-sided copy that this copier can make from a 1-sided original.

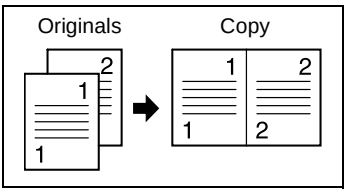


2in1:

Important:

✔ This setting is available only when the copier is equipped with an Automatic Document Feeder.

➔ The copier makes a 1-sided side-by-side copy from two 1-sided originals.

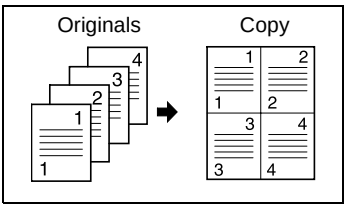


4in1:

Important:

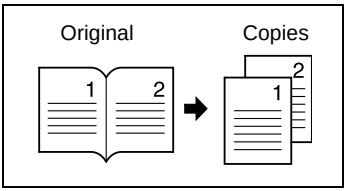
✔ This setting is available only when the copier is equipped with an Automatic Document Feeder.

➔ The copier copies four different 1-sided originals onto one side of a single sheet of paper.



Book Separation:

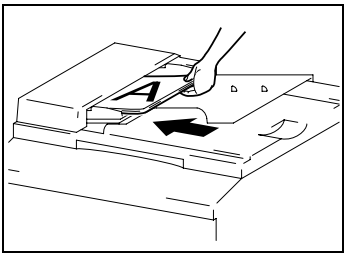
➔ The copier makes 1-sided page-by-page copies of an open book.



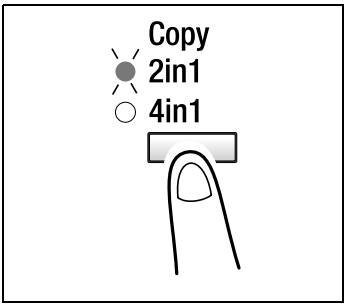
Making Settings for 2in1 and 4in1 Copies

1 Load the originals in the Automatic Document Feeder.

❍ Original Loading (p.4-1)



2 Press the [Copy] key to light either the 2in1 or 4in1 indicator.



3 Make any other necessary settings.

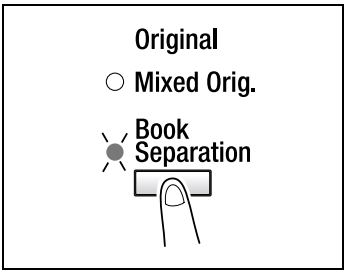
4 Enter the number of copies to be made from the 10-Key Pad and then press the [Start] key.

Making Settings for Book Separation Copies

1 Position the original.

- ❍ Original Loading (p.4-1)

2 Press the [Original] key to light the Book Separation indicator.



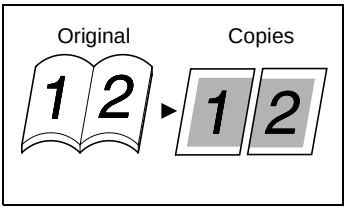
? *Is your book left-bound or right-bound?*

➜ User's Choice allows you to select the type of book.
The default setting is left-bound. If your book is right-bound, change the setting for "Book Binding Position." (p.7-8)

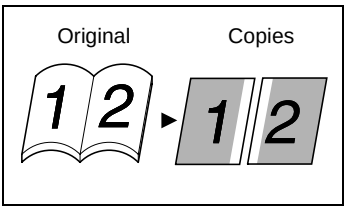
3 If you want to erase the four edges or the center of the original, press the [Erase] key to specify the erase position.

? *Which one of the three options available for book erase do you want to select?*

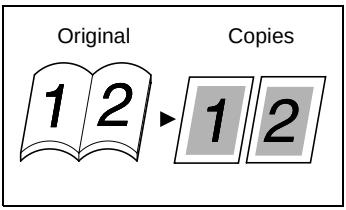
➜ Frame Erase:
Erases a given width along the outside edges.



➜ Center Erase:
Erases a given width down the center.



➜ Frame + Center Erase:
Erases a given width along the outside edges as well as down the center.



? *Do you know how to set the erase width for each erase function?*

➜ The frame erase width can be set in the range between 5 mm (1/4) and 20 mm (3/4), variable in 1-mm (1/16) increments. The default value is 10 mm (1/2).

➜ Only 10 mm (1/2) is available for the center erase width.

➜ To change the setting for the frame erase width, use “Erase Setting” of User’s Choice. (p.7-8)

4 Make any other necessary settings.

5 Enter the number of copies to be made from the 10-Key Pad and then press the [Start] key.

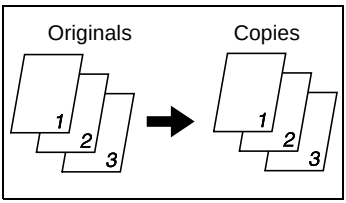
6.2 Finishing Copies (Sort and Group)

When copying or printing two or more copies of a document, the copies can be divided either by sets containing a copy of each page (Sort) or by pages (Group).

Three Finishing Types

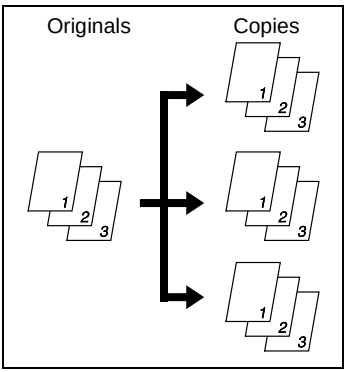
Non-Sort:

➔ The copies are stacked on top of each other as they are made.



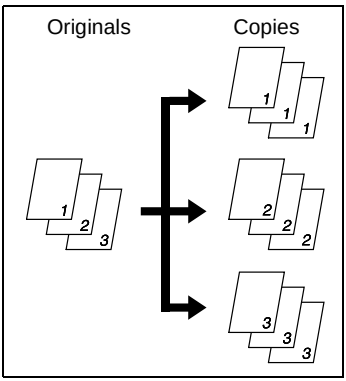
Sort:

➔ The copies are automatically divided into sets with each set containing a copy of each page.



Group:

➔ The copies are automatically divided into stacks with each stack containing copies of the same page.



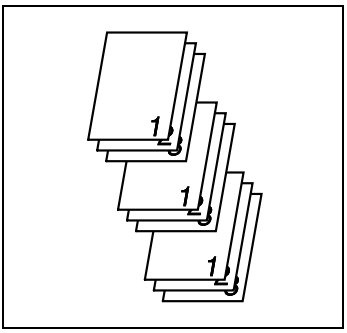
Sorting

The copies are automatically divided into sets with each set containing a copy of each page. The following three types are available: electronic sorting, shift sorting, and crisscross sorting.

What is electronic sorting?

Important:

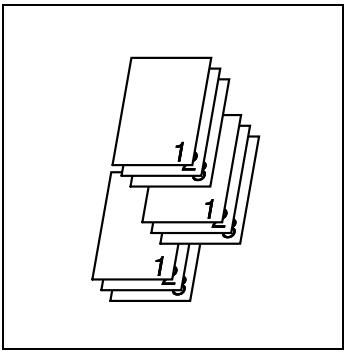
- ✔ The copier must be equipped with an Automatic Document Feeder.
- ➜ The copies are sorted into complete sets of the originals.



What is shift sorting?

Important:

- ✔ The copier must be equipped with an Automatic Document Feeder and a Shifting Unit.
- ➜ The sorted copy sets are stacked in the same direction, but in a saw-tooth manner by shifting the tray for each set.

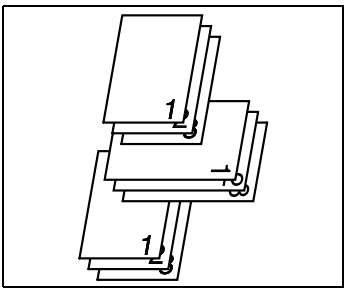


What is crisscross sorting?

Important:

✔ The copier must be equipped with an Automatic Document Feeder, 16MB Memory for Copier or 32MB Memory for Copier and Paper Feed Cabinet or Multiple Bypass Tray.

➜ The sorted copy sets are stacked in a crisscross manner, one set stacked lengthwise on top of another set stacked crosswise.



...

Note

To enable crisscross sorting, the copier must be loaded with paper of the same size and same paper type, but in two different directions.

...

Note

Crisscross sorting cannot be effected if a Shifting Unit is mounted.

Grouping

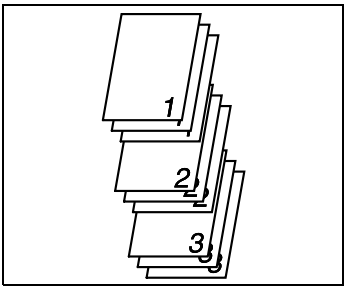
The copies are automatically divided into stacks with each stack containing copies of the same page. The following three types are available: Group, shift grouping and crisscross grouping.

What is grouping?

Important:

✔ The copier must be equipped with an Automatic Document Feeder.

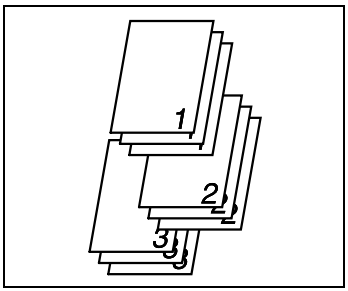
➜ The copies are automatically divided into stacks with each stack containing copies of the same page.



What is shift grouping?

Important:

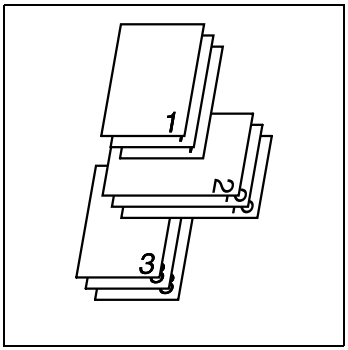
- ✔ The copier must be equipped with an Automatic Document Feeder and a Shifting Unit.
- ➔ The grouped copy stacks are stacked in the same direction, but in a sawtooth manner by shifting the tray for each stack.



What is crisscross grouping?

Important:

- ✔ The copier must be equipped with an Automatic Document Feeder, 16MB Memory for Copier or 32MB Memory for Copier and Paper Feed Cabinet or Multiple Bypass Tray.
- ➔ The grouped copy stacks are stacked in a crisscross manner, one stack lengthwise on top of another stack crosswise.



...

Note

To enable crisscross grouping, the copier must be loaded with paper of the same size and same paper type, but in two different directions.

...

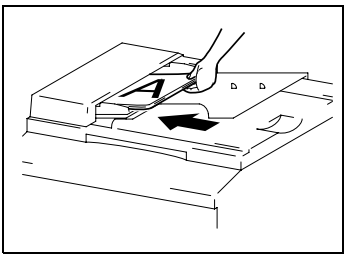
Note

Crisscross grouping cannot be effected if a Shifting Unit is mounted.

Choosing a set for Finishing

1 Load the originals in the Automatic Document Feeder.

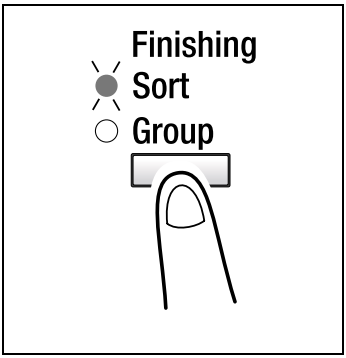
❍ Original Loading (p.4-1)



2 Press the [Finishing] key to select the desired finishing function.

? *Do you know what it means when both Sort and Group lamps are off?*

➜ It means that Non-Sort is currently selected for use.



3 Make any other necessary settings.

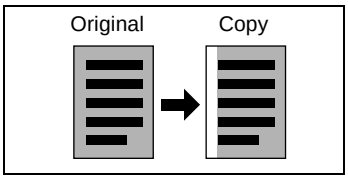
4 Enter the number of copies to be made from the 10-Key Pad and then press the [Start] key.

6.3 Erasing Part of Original Image (Erase)

The copier erases a margin of a set width along the edges or erases any other unwanted images. One of the following four different erase functions can be selected:

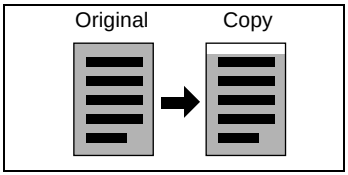
What is Left Erase?

➔ A given width is erased from the left edge of the copy.



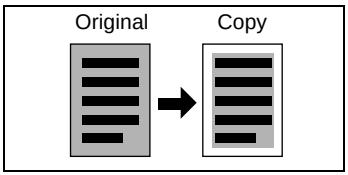
What is Upper Erase?

➔ A given width is erased from the top edge of the copy.



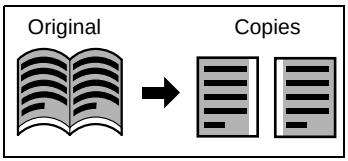
What is Frame Erase?

➔ A given width along all four edges is erased.



What is Center Erase?

➔ A given width is erased down the center.



...

Note

This setting is available only when Book Separation is selected. (p.6-3)

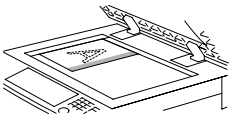
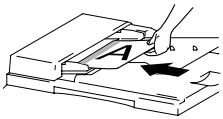
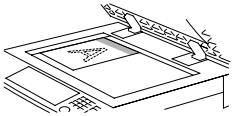
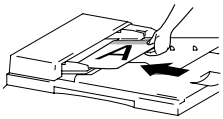
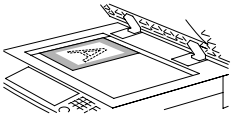
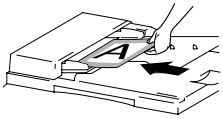
...

Tip

Frame + Center Erase can be set only if Book Separation has been selected. (p.6-3)

Precautions for Erase Position

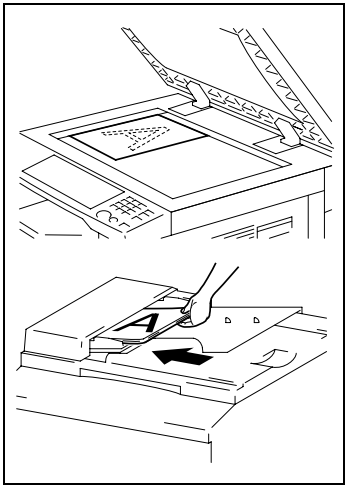
Note the correct direction of positioning the original when making copies in the Erase mode. For more details, refer to the table given below.

Result	Original Glass	Automatic Document Feeder
Left Erase		
Upper Erase		
Frame Erase		

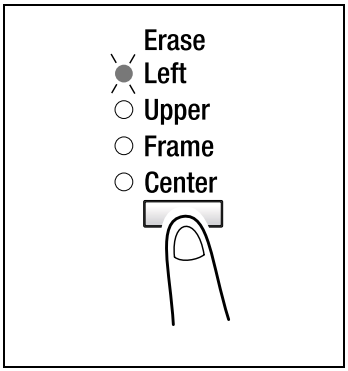
Setting the Erase Function

1 Position the original.

❍ Original Loading (p.4-1)



2 Press the [Erase] key to light the desired erase position indicator.



? *Do you know how to set the erase width for each erase function?*

➜ The Left, Upper, and Frame erase width can be set in the range between 5 mm (1/4) and 20 mm (3/4), variable in 1-mm (1/16) increments. The default value is 10 mm (1/2).

➜ Only 10 mm (1/2) is available for the Center erase width.

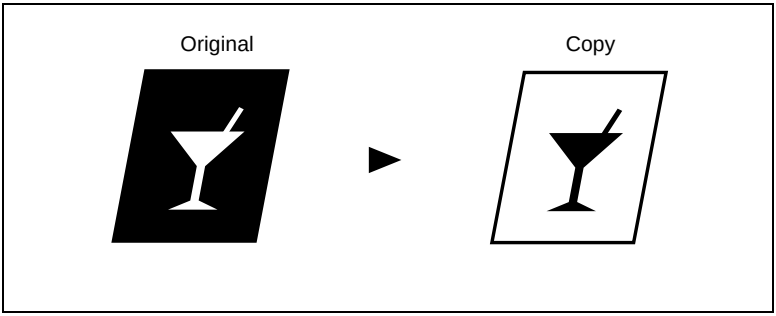
➜ To change the erase width, change the setting for “Erase Setting” of User’s Choice. (p.7-8)

3 Make any other necessary settings.

4 Enter the number of copies to be made from the 10-Key Pad and then press the [Start] key.

6.4 Reversing Original Tonal Arrangements (Neg. ↔ Pos. Reverse)

The white part (background) and the black part (text) are reversed on the copy.

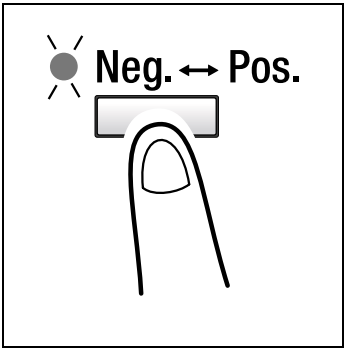


Setting Neg. ↔ Pos. Reverse

1 Position the original.

- ❍ Original Loading (p.4-1)

2 Press the [Neg. ↔ Pos.] key and make sure that the Neg. ↔ Pos. lamp lights.



3 Make any other necessary settings.

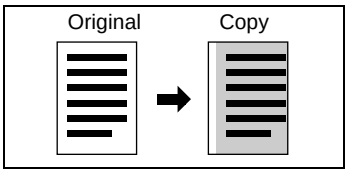
4 Enter the number of copies to be made from the 10-Key Pad and then press the [Start] key.

6.5 Providing a File Margin

The copier provides a file margin along the leading edge for ease in filing.

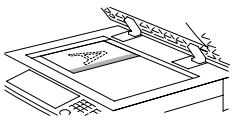
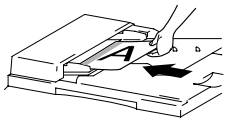
What is File Margin?

➔ The image of the original is shifted to the right to leave a margin along the left edge of the copy.



Precautions for File Margin Position

Study the illustration below to be sure of the correct direction of placing the original when making a copy with a file margin.

Original Glass	Automatic Document Feeder
	

Setting File Margin

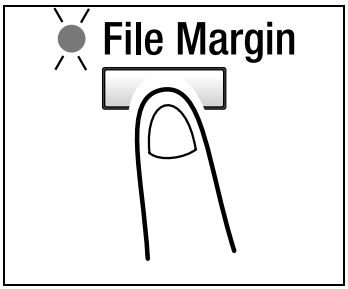
1 Position the original.

❍ Original Loading (p.4-1)

2 Press the [File Margin] key to light the File Margin indicator.

? *Do you know how to set the file margin width?*

➔ The file margin width can be set in the range between 0 mm (0) and 20 mm (3/4), variable in 1-mm (1/16) increments. The default value is 10 mm (1/2).



➔ To change the file margin width, change the setting for “Margin Setting” of User’s Choice. (p.7-8)

3 Make any other necessary settings.

4 Enter the number of copies to be made from the 10-Key Pad and then press the [Start] key.

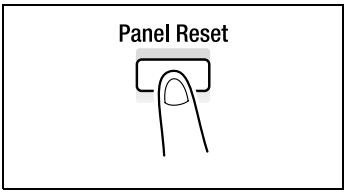
7 Using the Utility Mode

The Utility mode offers the following subfunctions.

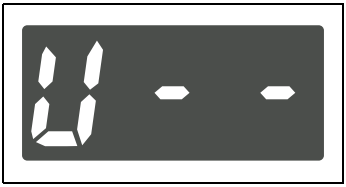
Code	Name	Description
1	User's Choice	Allows you to select the default setting for each of the various functions.
2	Drum Dehumidify	Removes dewdrops that have formed on the surface of the PC Drum.
3	Toner Replenisher	Replenishes the supply of toner to make up for a lower toner-to-carrier ratio.
4	Custom Size Input	Sets a custom size for the 1st Tray if it is loaded with paper of a nonstandard size.
5	Administrator Mode	Allows the administrator of the copier to make settings for operating and maintaining the copier.

Calling the Utility Mode to the Display

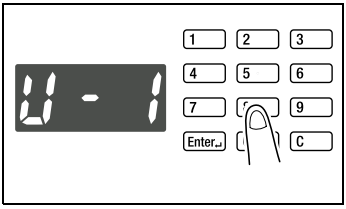
1 Hold down the [Panel Reset] key for 3 seconds.



2 Check that "U--" appears on the Display.



3 Using the 10-Key Pad, enter the code corresponding to the desired subfunction.
E.g.: Enter "1" to make a setting for User's Choice.



4 Press the [Start] key.

7.1 User's Choice

The functions set and established on the control panel when the copier is turned ON or the [Panel Reset] key is pressed are called the default settings. These settings can be modified by selecting User's Choice. Refer to the table given below for the code and default value of each function.

Code	Name	Setting	Setting Details	Default Value
1	Mixed Orig.	0	Mixed Orig. enabled	
		1	Mixed Orig. disabled	○
2	Paper Priority	0	A3 L	
		1	B4 L	
		2	A4 L	
		3	B5 L	
		4	A5 L	
		5	FLS L	
		6	A4 C	○
		7	B5 C	
		8	A5 C	
		10	11 × 17 L	
		11	11 × 14 L	
		12	Legal L	
		13	Letter L	
		14	5-1/2 × 8-1/2 L	
		15	Letter C	○*2
		16	5-1/2 × 8-1/2 C	
		20	1st Tray	
		21	2nd Tray	
		22	3rd Tray *1	
		23	4th Tray *1	
		24	5th Tray *1	
		25	Multiple Bypass Tray	
3	Copy Priority	0	Auto Paper	○
		1	Auto Size	
		2	Manual	

Code	Name	Setting	Setting Details	Default Value
4	Density Priority	0	Auto	○
		1	Manual	
		2	Photo Manual	
5	Density Level (Auto)	0	Lighter	
		1	Normal	○
		2	Darker	
6	Density Level (Manual)	1	Step 1	
		2	Step 2	
		3	Step 3	○
		4	Step 4	
		5	Step 5	
7	Output Priority	0	Non-Sort	○
		1	Sort	
		2	Group	
8	Crisscross Mode	0	Crisscross stacking enabled	○
		1	Crisscross stacking disabled	
9	4in1 Copy Order	0	Pattern A	○
		1	Pattern B	
10	Book Binding Position	0	Left-bound	○
		1	Right-bound	
11	Margin Setting	0	0 mm (0 inch)	
		:	:	
		10	10 mm (1/2 inch)	○
		:	:	
		20	20 mm (3/4 inch)	
12	Erase Setting (Left)	5	5 mm (1/4 inch)	
		:	:	
		10	10 mm (1/2 inch)	○
		:	:	
		20	20 mm (3/4 inch)	
13	Erase Setting (Upper)	5	5 mm (1/4 inch)	
		:	:	
		10	10 mm (1/2 inch)	○
		:	:	
		20	20 mm (3/4 inch)	

Code	Name	Setting	Setting Details	Default Value
14	Erase Setting (Frame)	5	5 mm (1/4 inch)	
		:	:	
		10	10 mm (1/2 inch)	○
		:	:	
		20	20 mm (3/4 inch)	
15	Auto Panel Reset	0	30 seconds	
		1	1 min	○
		2	2 min	
		3	3 min	
		4	4 min	
		5	5 min	
		6	Auto Panel Reset disabled	
16	Energy Saver	1	1 min	
		:	:	
		15	15 min	○
		:	:	
		240	240 min	
17	Auto Shut OFF	0	Auto Shut OFF disabled	
		15	15 min	
		:	:	
		30	30 min	○
		:	:	
		240	240 min	
18	Density (ADF)	0	Mode 1	○
		1	Mode 2	
19	Print Density	0	-2	
		1	-1	
		2	0	○
		3	1	
		4	2	
20	Paper Auto Detection (1st Tray)	0	Inch	○*2
		1	Metric	○
21	Paper Auto Detection (2nd Tray)	0	Inch	○*2
		1	Metric	○

Code	Name	Setting	Setting Details	Default Value
22	Paper Auto Detection (3rd Tray) *1	0	Inch	○*2
		1	Metric	○
23	Paper Auto Detection (4thTray) *1	0	Inch	○*2
		1	Metric	○
24	Paper Auto Detection (5thTray) *1	0	Inch	○*2
		1	Metric	○
25	Paper Size Detection (1st Tray)	0	Automatic detection	○
		1	Size input	
26	Paper Type (1st Tray)	0	Plain paper	○
		1	Cards, postcards	
		2	OHP transparencies	
27	Paper Type (Bypass Tray)	0	Plain paper	○
		1	Cards, postcards	
		2	OHP transparencies	
28	Special Paper Setting (1st Tray)	0	Auto Paper enabled (Special Paper Setting OFF)	○
		1	Auto Paper disabled, Auto Tray Switching enabled	
		2	Auto Paper disabled, Auto Tray Switching disabled	
29	Special Paper Setting (2nd Tray)	0	Auto Paper enabled (Special Paper Setting OFF)	○
		1	Auto Paper disabled, Auto Tray Switching enabled	
		2	Auto Paper disabled, Auto Tray Switching disabled	
30	Special Paper Setting (3rd Tray) *1	0	Auto Paper enabled (Special Paper Setting OFF)	○
		1	Auto Paper disabled, Auto Tray Switching enabled	
		2	Auto Paper disabled, Auto Tray Switching disabled	
31	Special Paper Setting (4thTray) *1	0	Auto Paper enabled (Special Paper Setting OFF)	○
		1	Auto Paper disabled, Auto Tray Switching enabled	
		2	Auto Paper disabled, Auto Tray Switching disabled	

Code	Name	Setting	Setting Details	Default Value
32	Special Paper Setting (5thTray) *1	0	Auto Paper enabled (Special Paper Setting OFF)	○
		1	Auto Paper disabled, Auto Tray Switching enabled	
		2	Auto Paper disabled, Auto Tray Switching disabled	
33	Special Paper Setting (Multiple Bypass Tray)	0	Auto Paper enabled (Special Paper Setting OFF)	○
		1	Auto Paper disabled, Auto Tray Switching enabled	
		2	Auto Paper disabled, Auto Tray Switching disabled	

*1: D1831iD Only

*2: For inch area only

Tip

<For inch area only>
Enter the value by mm using the 10-Key Pad. Refer to the conversion rate below.
1 inch = 25.4 mm

Mixed Orig.

Select whether to enable Mixed Orig. as the default setting.

- The default value is “Mixed Orig. disabled.”

Paper Priority

Select a paper size or paper source that will be selected automatically when Auto Size is selected.

- The default value is “A4 C” for metric area.
- The default value is “Letter C” for inch area.

Copy Priority

Choose the default mode to be selected automatically when power is turned ON or panel reset, from among “Auto Paper,” “Auto Size,” or “Manual.”

- The default value is “Auto Paper.”

Density Priority

Choose the image density mode to be selected automatically when power is turned ON or panel reset, from among “Auto,” “Manual,” or “Photo Manual.”

- The default value is “Auto.”

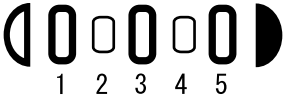
Exposure Level Priority (Auto)

Choose the exposure level to be selected automatically when power is turned ON or panel reset, from among “Lighter,” “Normal,” or “Darker.”

- The default value is “Normal.”

Exposure Level Priority (Manual)

Set the default value of the exposure level for the Manual exposure mode. The image becomes lighter toward a smaller number and darker toward a larger number, with “3” as the central value.



- The default value is “3.”

Output Priority

Choose the finishing function to be selected automatically when power is turned ON or panel reset from among “Non-Sort,” “Sort,” or “Group.”

- The default value is “Non-Sort.”

Crisscross Mode

Select whether to enable or disable crisscross stacking when the conditions for crisscross stacking are met.

- The default value is “Enabled.”

4in1 Copy Order

Select the copying order in the 4in1 mode from among the following two patterns:

- The default value is “Pattern A.”

Book Binding Position

Select whether to let the copier scan the left-hand-side page (Left-bound) or the right-hand-side page (Right-bound) first when it scans an open book.

- The default value is “Left-bound.”

Margin Setting

Choose the width of the file margin to be set in the copy in the range between 0 mm (0) and 20 mm (3/4) (in 1-mm (1/16) increments).

- The default value is “10 mm (1/2).”

Erase Setting (Left, Upper, and Frame)

Set the erase width for each of the Left, Upper, and Frame Erase copies in the range between 5 mm (1/4) and 20 mm (3/4) (in 1-mm (1/16) increments).

- The default value is “10 mm (1/2)” for Left, Upper, and Frame Erase.

Auto Panel Reset

Select the time it takes the auto panel reset function to be activated from among “30 seconds,” “1 min,” “2 min,” “3 min,” “4 min,” or “5 min,” or not activated at all.

- The default value is “1 min.”

Energy Saver

Set the time it takes the copier to enter the Energy Saver mode, from 1 min to 240 min (in 1-min increments).

- The default value is “15 min.”

Auto Shut OFF

Set the time it takes the Auto Shut OFF function to be activated, from 15 min to 240 min (in 1-min increments). To disable the Auto Shut OFF function, first “authorize” the “Disable Auto Shut OFF” under the Administrator Mode (p.7-26) before selecting “Auto Shut OFF disabled.”

- The default value is “30 min.”

Density (ADF)

Adjust the copy image density level when the copier is equipped with an Automatic Document Feeder.
Mode 1: Used for the standard original, such as a word-processor made document.
Mode 2: Effective in reproducing a pale original, such as a faint pencil-written document.

- The default value is “Mode 1.”

Printer Density

Select the image density level of copies and printed pages from among “-2,” “-1,” “0,” “1,” or “2.”
The smaller the value, the lighter the image, and the greater the value, the darker the image with “0” as the central value.

- The default value is “0.”

Paper Auto Detection

Select “Inch” if the size of the paper loaded in each tray is designated according to the inch system, such as Letter. Select “Metric” if the size of the paper loaded in each tray is designated according to the metric system, such as A4 and B4.

- The default value is “Metric” for metric area.
- The dafault value is “Inch” for inch area.

Paper Size Detection

Select whether to “automatically detect” or “input size” for the paper loaded in the 1st Tray.

- The default value is “Automatic detection.”

Paper Type (1st Tray)

Select the type of paper loaded in the 1st Tray from among “plain paper,” “cards,” or “OHP transparencies.”

- The default value is “plain paper.”

Paper Type (Bypass Tray)

Select the type of paper loaded in the Bypass Tray from among “plain paper,” “cards,” or “OHP transparencies.”

- The default value is “plain paper.”

Special Paper Setting

All trays can generally be chosen for the Auto Paper mode. This sometimes results in a situation in which a tray loaded with special paper is selected for a job, which is not intended by the user. Therefore, a particular tray, if designated for special paper, can be excluded from Auto Paper selection.
This function also allows you to specify if the designated tray is subject to Auto Tray Switching.
Auto Paper disabled, Auto Tray Switching disabled:
Select this option for paper that is to be used only for special purposes, such as “colored paper” and “paper printed with a company logo.”
Auto Paper disabled, Auto Tray Switching enabled:
Select this option in cases where “you give priority to plain paper for use,” but “you want an uninterrupted copy cycle to use recycled paper even when plain paper runs out.”

- The default value is “Auto Paper enabled (special paper setting OFF).”

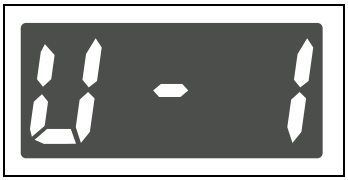
Making the User’s Choice Settings

User’s Choice Setting Procedure

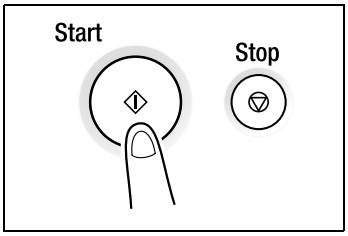
1 Call the Utility Mode to the Display.

- ❍ Calling the Utility Mode to the Display (p.7-1)

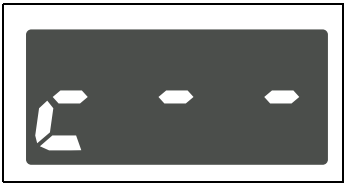
2 Making sure that “U--” appears on the Display, enter “1” from the 10-Key Pad.



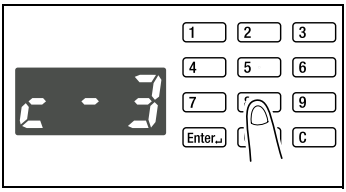
3 Press the [Start] key.



4 Check that “c--” appears on the Display.

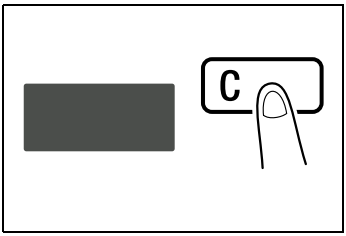


5 Enter the code assigned to the desired function from the 10-Key Pad.
E.g.: Enter “3” to change the setting for “Copy Priority.”



6 Press the [Start] key.

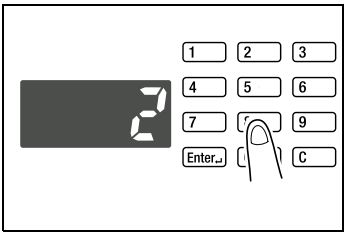
7 Press the [Clear] key.
This clears the current setting.



8 Enter the new setting from the 10-Key Pad.
E.g.: Enter “2” to change Copy Priority to “Manual.”

? *Do you want to correct the setting just entered?*

➜ Press the [Clear] key and then enter the new setting.



9 Press the [Start] key.

To further change the setting for another function, repeat steps 4 through 9.

10 Press the [Panel Reset] key to return to the default settings.

7.2 Drum Dehumidify

During times of high humidity or when there are sudden rapid changes in humidity (especially when you are using a heater in winter), condensation can form on the surface of the PC Drum, resulting in blotchy copies. In such instances, use the “Drum Dehumidify” function to dry the surface of the PC Drum.

Tip

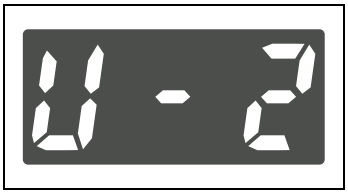
A copy or print cycle can be run while in the Drum Dehumidify mode. The copier automatically leaves the Drum Dehumidify mode after the lapse of a given period of time.

Running the Drum Dehumidify Sequence

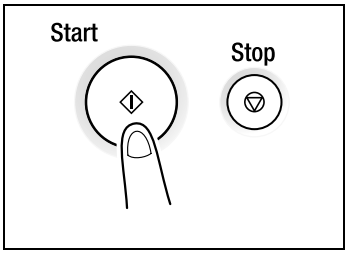
1 Call the Utility Mode to the Display.

- ❍ Calling the Utility Mode to the Display (p.7-1)

2 Making sure that “U--” appears on the Display, enter “2” from the 10-Key Pad.



3 Press the [Start] key.



7.3 Toner Replenisher (Auxiliary Toner Replenishing)

The copier tends to exhaust the supply of toner rapidly when making a number of copies from an original with dark solid areas, such as a photo. As a result, the image density of the copy will become lighter. In such a case, you can use Toner Replenisher to quickly restore the normal image density.

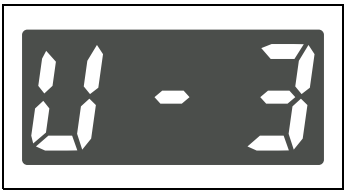
Note
Do not turn OFF the Power Switch or open the Front Cover while the copier is replenishing toner.
Toner will not be replenished if the image density is sufficiently high. The toner replenisher sequence ends automatically.

Running the Toner Replenisher Sequence

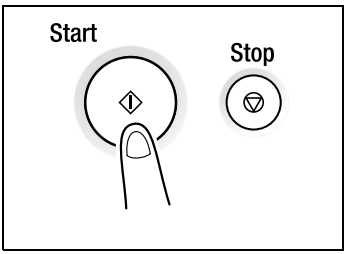
1 Call the Utility Mode to the Display.

- ❍ Calling the Utility Mode to the Display (p.7-1)

2 Making sure that “U--” appears on the Display, enter “3” from the 10-Key Pad.



3 Press the [Start] key.



7.4 Custom Size Input

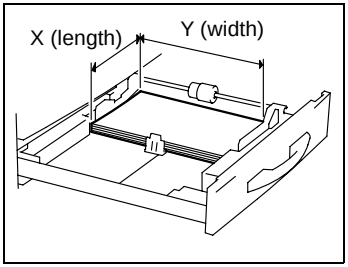
When paper of a nonstandard size is to be loaded in the 1st Tray, use this function to set the custom size.

Note

Before making this setting, be sure to select "size input" for "Paper Size Detection" of User's Choice.

Tip

To make sure that the correct values are entered, refer to the illustration on the right to study the convention of the paper length and width.

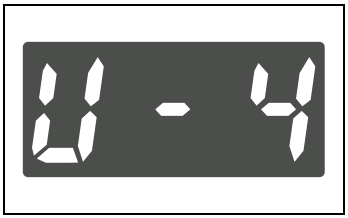


Custom Size Input Procedure (1st Tray)

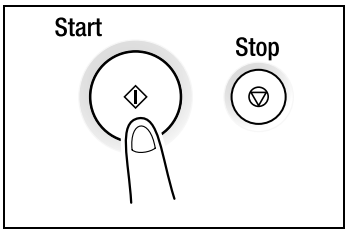
1 Call the Utility Mode to the Display.

- ❍ Calling the Utility Mode to the Display (p.7-1)

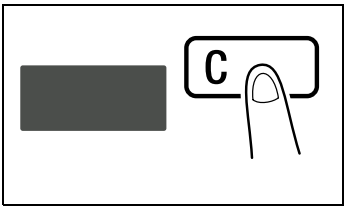
2 Making sure that "U--" appears on the Display, enter "4" from the 10-Key Pad.



3 Press the [Start] key.



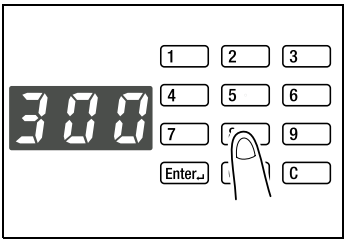
4 Press the [Clear] key.



5 Enter the value of X (length) of the paper to be loaded from the 10-Key Pad.
E.g.: Paper length 300 mm

? *Do you want to change the value just entered?*

➜ Press the [Clear] key and then enter the new value.



? *Do you know the range for the paper length of custom size?*

➜ The length can range from 140 mm (5-1/2) to 432 mm (17). When the Length is set 421 mm (16-9/16) to 432 mm (17), the maximum Width size that can be set becomes 279 mm (11).

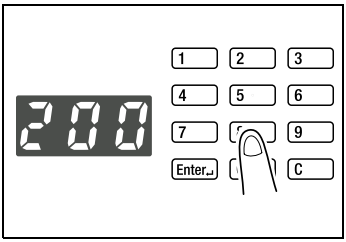
6 Press the [Start] key.

7 Press the [Clear] key.

8 Enter the value of Y (width) of the paper to be loaded from the 10-Key Pad.
E.g.: Paper width 200 mm

? *Do you want to change the value just entered?*

➜ Press the [Clear] key and then enter the new value.



? *Do you know the range for the paper width of custom size?*

➜ The width can range from 90 mm (3-9/16) to 297 mm (11-11/16). When the Width is set 280 mm (11-1/16) to 297 mm (11-11/16), the maximum Length size that can be set becomes 420 mm (16-1/2).

9 Press the [Enter] key.

7.5 Administrator Mode

Administrator Mode

The Administrator Mode is for the administrator of your copier. When Administrator Mode is selected, it is then necessary to enter the administrator number.

The Administrator Mode offers two functions to be set: “Copy Track” and “Disable Auto Shut OFF.” Study the table given below and make the appropriate setting according to operating needs.

Code	Name	Setting	Setting Details	Default Value
1	Copy Track	-	Set the six different functions from A-1 to A-6 (p.7-18)	-
2	Disable Auto Shut OFF	0	Authorized	
		1	Not authorized	○

Note

The administrator number is to be programmed by your Tech. Rep. Ask him/her for more details.

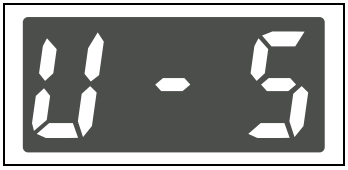
The administrator of this copier must remember the administrator number.

Settings for the Administrator Mode

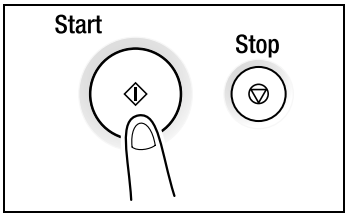
1 Call the Utility Mode to the Display.

- ❍ Calling the Utility Mode to the Display (p.7-1)

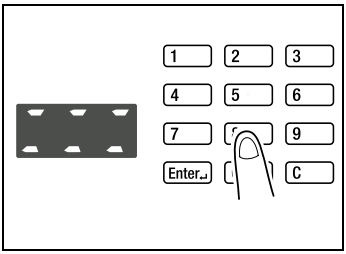
2 Making sure that “U--” appears on the Display, enter “5” from the 10-Key Pad.



3 Press the [Start] key.



4 Enter the 6-digit administrator number from the 10-Key Pad.



? *Do you know how to enter the administrator number?*

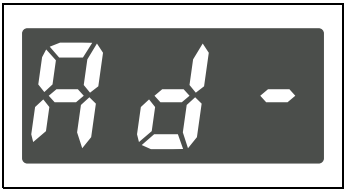
➜ Enter the six digits successively.

? *Do you want to correct a wrong number just entered?*

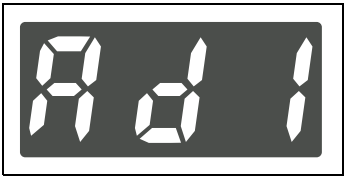
➜ Press the [Clear] key and then enter the correct number.

5 Press the [Start] key.

6 Check that “Ad-” appears on the Display.



7 Enter the code assigned to the desired subfunction from the 10-Key Pad.



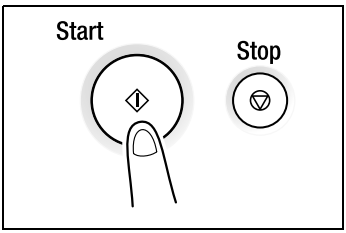
? *Do you know the code for Copy Track?*

➜ To select Copy Track, enter “1.”

? *Do you know the code for Disable Auto Shut OFF?*

➜ To select Disable Auto Shut OFF, enter “2.”

8 Press the [Start] key.



Copy Track

Copy Track allows the administrator to keep track of the number of copies made by each account for a total of up to 20 different accounts.

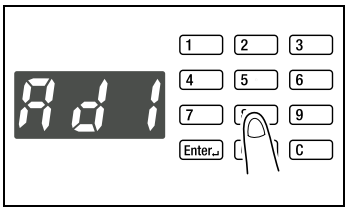
Code	Name	Setting	Setting Details	Default Value
A-1	Copy Track	0	Copy Track enabled	
		1	Copy Track disabled	○
A-2	Input Account	-	Program a 3-digit account number.	-
A-3	Delete Account	-	Delete a 3-digit account number previously stored.	-
A-4	Change Account	-	Change a 3-digit account number previously stored.	-
A-5	Total Counter Display by Account	-	Call to the Display or clear the Total Counter value for each account.	-
A-6	Total Counter Clear for All Accounts	-	Clear the Total Counter values for all accounts at once.	-

Copy Track Setting Procedure (A-1)

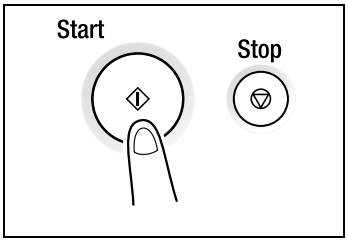
1 Call the Administrator Mode to the Display.

- ❍ Settings for the Administrator Mode (p.7-16)

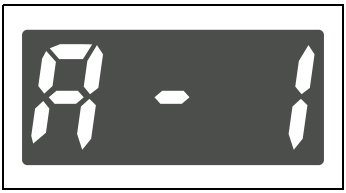
2 Making sure that “Ad-” appears on the Display, enter “1” from the 10-Key Pad.



3 Press the [Start] key.



4 Making sure that “A--” appears on the Display, enter “1” from the 10-Key Pad.



5 Press the [Start] key.

6 Select whether to “enable” or “disable” Copy Track by entering the corresponding number from the 10-Key Pad.

? *Do you know the code for “enabling” Copy Track?*

→ To enable Copy Track, enter “0.”

? *Do you know the code for “disabling” Copy Track?*

→ To disable Copy Track, enter “1.”

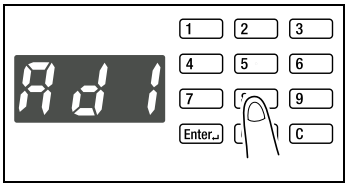
7 Press the [Start] key.

Input Account Procedure (A-2)

1 Call the Administrator Mode to the Display.

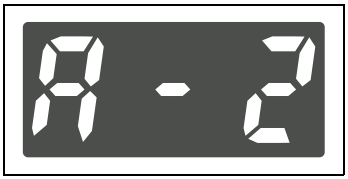
- ❍ Settings for the Administrator Mode (p.7-16)

2 Making sure that “Ad-” appears on the Display, enter “1” from the 10-Key Pad.



3 Press the [Start] key.

4 Making sure that “A--” appears on the Display, enter “2” from the 10-Key Pad.



5 Press the [Start] key.

6 Enter the 3-digit account number from the 10-Key Pad.

? *Do you know the restrictions on entering the account number?*

➜ The account number must be in three digits ranging from 001 to 999.

➜ If an account number entered already exists, the entry will be rejected. Enter a different number.

7 Press the [Start] key.
This stores the account number.

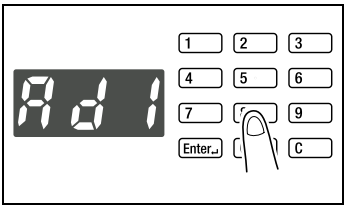
Tip
To program another account number successively, repeat steps 4 through 7.

Delete Account Procedure (A-3)

1 Call the Administrator Mode to the Display.

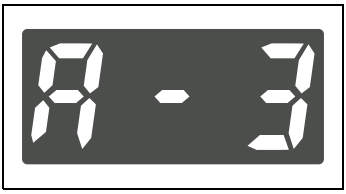
❍ Settings for the Administrator Mode (p.7-16)

2 Making sure that “Ad-” appears on the Display, enter “1” from the 10-Key Pad.



3 Press the [Start] key.

4 Making sure that “A--” appears on the Display, enter “3” from the 10-Key Pad.



5 Press the [Start] key.

6 Press [⌃] or [⌄] key to select the account number to be deleted.

7 Press the [Start] key.
The selected account number will be deleted.

? *Do you know what to do to delete another account number?*

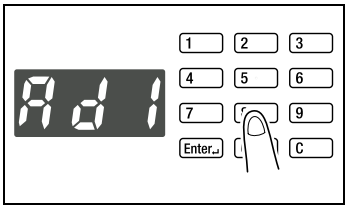
➔ Repeat steps 4 through 7.

Change Account Procedure (A-4)

1 Call the Administrator Mode to the Display.

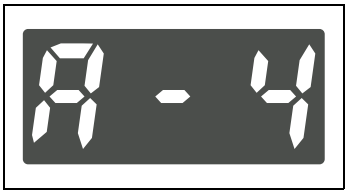
- ❍ Settings for the Administrator Mode (p.7-16)

2 Making sure that “Ad-” appears on the Display, enter “1” from the 10-Key Pad.



3 Press the [Start] key.

4 Making sure that “A--” appears on the Display, enter “4” from the 10-Key Pad.



5 Press the [Start] key.

6 Press [∧] or [∨] key to select the account number to be changed.

7 Press the [Start] key to delete the old account number.

8 Enter the new account number from the 10-Key Pad.

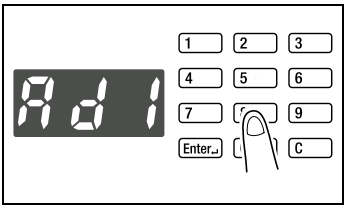
9 Press the [Start] key.
This stores the new account number.

Total Counter Display by Account Procedure (A-5)

1 Call the Administrator Mode to the Display.

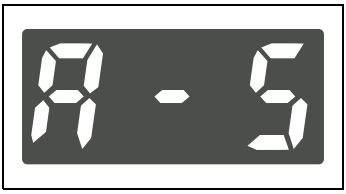
- ❍ Settings for the Administrator Mode (p.7-16)

2 Making sure that “Ad-” appears on the Display, enter “1” from the 10-Key Pad.



3 Press the [Start] key.

4 Making sure that “A--” appears on the Display, enter “5” from the 10-Key Pad.

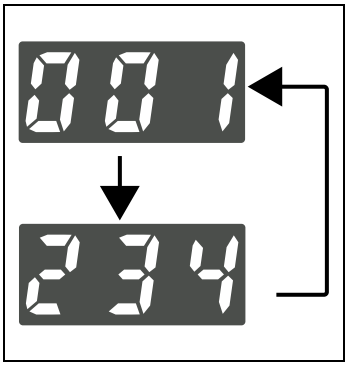


5 Press the [Start] key.

6 Press [∧] or [∨] key to select the account number for which you want to check the Total Counter value.

7 Press the [Start] key.

8 The Display will show the Total Counter value.
E.g.: If the Total Counter value is 1,234, then the Display will show something like that shown on the right.



? *Do you know how to reset the Total Counter value?*

➜ Press the [Clear] key.

9 Press the [Start] key.
Then, the Display returns to the status that allows you to select the account number, in step 6.

? *Do you know how to check or reset the Total Counter of another account successively?*

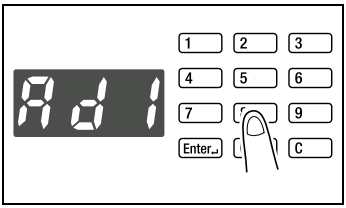
➜ Repeat steps 6 through 9.

Total Counter Clear for All Accounts Procedure (A-6)

1 Call the Administrator Mode to the Display.

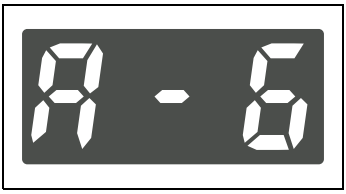
- ❍ Settings for the Administrator Mode (p.7-16)

2 Making sure that “Ad-” appears on the Display, enter “1” from the 10-Key Pad.



3 Press the [Start] key.

4 Making sure that “A--” appears on the Display, enter “6” from the 10-Key Pad.



5 Press the [Start] key.

6 Check that the Display shows “CLr.”

7 Press the [Start] key.
This clears the Total Counter values of all accounts, resetting them to “0.”

Disable Auto Shut OFF

The Disable Auto Shut OFF function allows the administrator to "authorize" or "not authorize" the selection of "Auto Shut OFF disabled" under User's Choice.

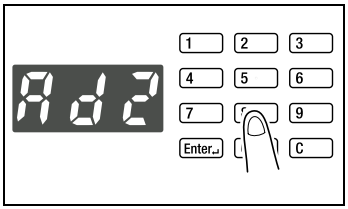
- The default value is "not authorized."

Setting Disable Auto Shut OFF

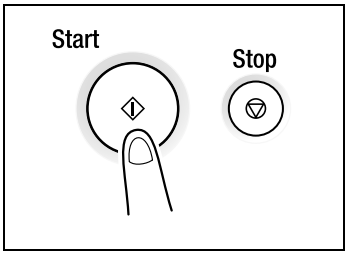
1 Call the Administrator Mode to the Display.

❍ Settings for the Administrator Mode (p.7-16)

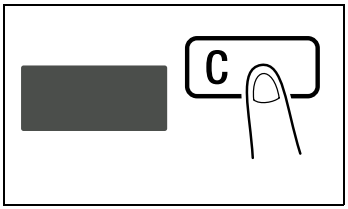
2 Making sure that "Ad-" appears on the Display, enter "2" from the 10-Key Pad.



3 Press the [Start] key.



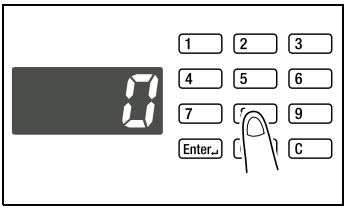
4 Press the [Clear] key.
This clears the current setting.



5 Enter the new setting from the 10-Key Pad.

? *Do you know the number for "authorize" Disable Auto Shut OFF?*

➔ Enter "0."



6 Press the [Start] key.
This validates the new setting.

7.6 Checking the Total Number of Copies/Prints Produced

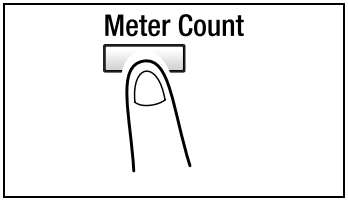
The [Meter Count] key on the control panel allows you to check the total number of copies or printed pages produced since the installation of the copier.

It provides the following information.

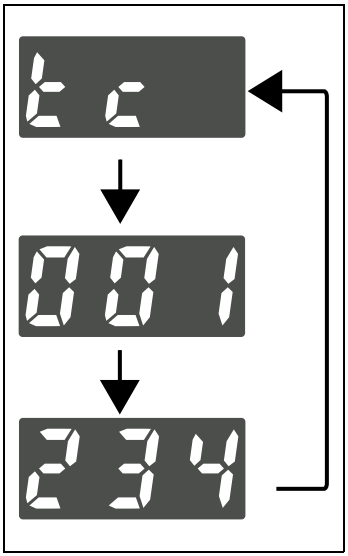
- Total Counter:
  Shows the total number of copies or printed pages produced since the installation of the copier.
- Size Counter:
  Shows the number of copies or printed pages produced on paper of a preset size. (The size will be set by your Tech. Rep.)

Using the [Meter Count] Key

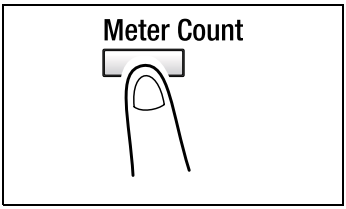
1 Press the [Meter Count] Key.



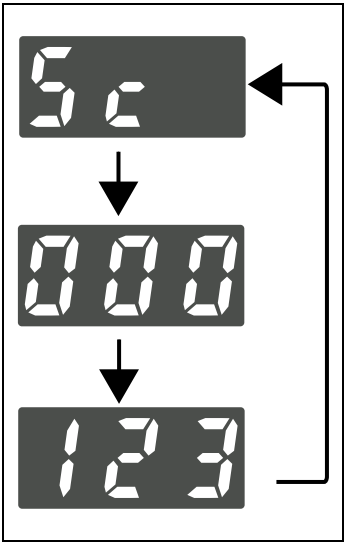
2 Make sure that “tc” appears on the Display.
The Total Counter value is then displayed.
E.g.: The Display looks like the one shown on the right when the value is 1,234.



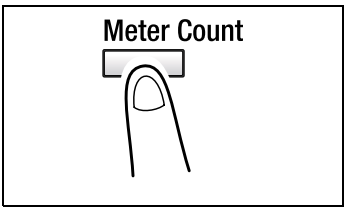
3 If you want to also check the Size Counter, press the [Meter Count] key a second time.



4 Check that “Sc” appears on the Display.
The Size Counter value is then displayed.
E.g.: The Display looks like the one shown on the right when the value is 123.



5 After you have checked the counter value or values, press the [Meter Count] key. Then the original display reappears.



7.7 Storing a Job

You can store frequently used job settings in memory to call up later for quick job setup. Up to two different settings can be stored: job 1 (Jb1) and job 2 (Jb2).

...

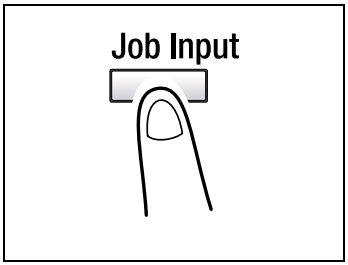
Note

No jobs can be stored while the copier is warming up or is in the Interrupt mode.

Job Storing Procedure

1 Set up the job you want to store in memory.

2 Press the [Job Input] key.



3 Check that “Jb1” appears on the Display.
If you want your job stored as “Jb2,” show it on the Display.

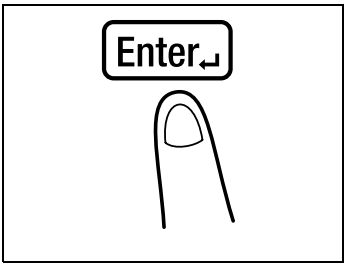
? *Do you know how to change the contents of the Display?*

➜ Each time the [Job Input] key is pressed, the Display alternates between “Jb1” and “Jb2.”

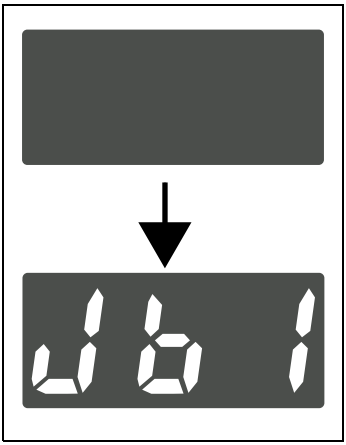
? *Do you know what happens if another job has already been stored in the job number selected?*

➜ Storing a new job will erase the old one.

4 Press the [Enter] key.



5 The Display changes as shown on the right, indicating that the job has been stored in Jb1.

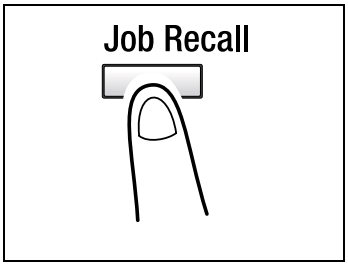


Recalling a Job from Memory

1 Position the original.

❍ Original Loading (p.4-1)

2 Press the [Job Recall] key to show the job number to be recalled on the Display.

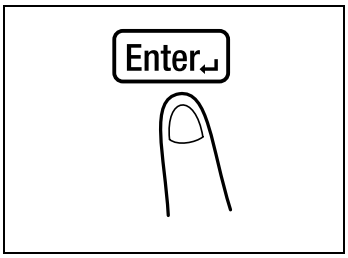


3 Check that the Display shows the job number you want.

? *Do you know how to change the contents of the Display?*

➜ Each time the [Job Recall] key is pressed, the Display alternates between “Jb1” and “Jb2.”

4 Press the [Enter] key.



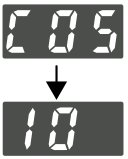
5 Press the [Start] key.

8 Error Displays and Other Indicators

8.1 Major Error Displays and Remedial Actions

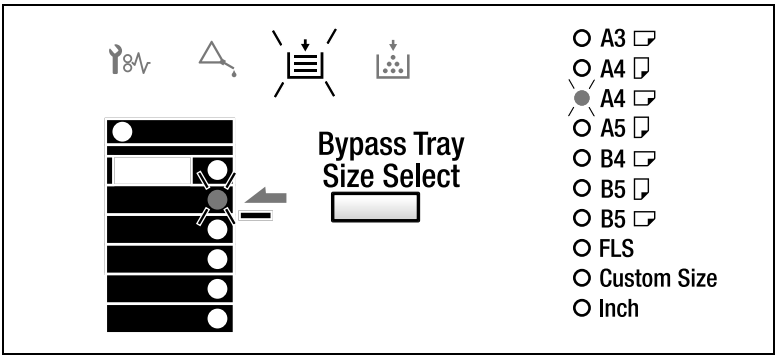
Error Display	Possible Cause	Action
	Toner has run out and the copier is no longer able to make copies.	Install a new Toner Bottle. “Replacing the Toner Bottle” (p.8-8)
	Paper of good size is not available for the copy cycle in the Auto Paper mode.	Load the paper indicated by the blinking paper size indicator, or press the [Paper] key to select another paper size.
	A paper misfeed has occurred in the copier.	Identify the misfeed location on the control panel and remove the sheet of misfed paper. “Clearing a Paper Misfeed” (p.8-12)
	Paper exceeds capacity on the Upper and Lower Copy Tray of Job Tary at power supply ON or copy start.	Remove the paper from the Upper and Lower Copy Tray of Job Tray and press the [Panel Reset] key.

Error Display	Possible Cause	Action
	A paper (original) misfeed has occurred in the Automatic Document Feeder.	Identify the misfeed location on the control panel and remove the sheet of misfed paper. “Clearing a Paper Misfeed” (p.8-18)
	A sheet of misfed paper is left in the copier.	Identify the misfeed location on the control panel and remove the sheet of misfed paper. “Clearing a Paper Misfeed” (p.8-12)
	A sheet of paper is left on the Manual Bypass Tray.	Remove the paper from the Manual Bypass Tray.
	Copier cover is left open or not closed in position.	Identify the closure failure location on the control panel and close the cover in position.
	The Automatic Document Feeder is in a raised position.	Properly lower the Automatic Document Feeder into position.
	The Document Feeder Cover (Doc. Feed Cover) of the Automatic Document Feeder is open.	Close the Document Feeder Cover (Doc. Feed Cover) in position.
	Memory is full when the image data is read.	Press the [Panel Reset] key. Or, turn OFF, then ON, the Power Switch. (This will erase all data that has so far been read.)
	Memory is full when image data is received from the personal computer.	Press the [Panel Reset] key. Or, turn OFF, then ON, the Power Switch. (This will erase all image data that has so far been received.)
	A size error has occurred with the paper loaded in the tray.	Press the [Clear] key, slide out the tray in which the size error has occurred, and slide it back into the copier. Check the paper size set with Custom Size Input and carry out the Custom Size Input procedure once again.
	Paper exceeds capacity on the Upper Copy Tray of Job Tray.	Remove the paper from the Upper Copy Tray of Job Tray.

Error Display	Possible Cause	Action
	The Plug-In Counter is not plugged in.	Plug in the Plug-In Counter.
	The numerical value entered falls outside the setting range.	Check the value and enter the correct one as necessary.
	The scheduled maintenance time has arrived.	Call your Tech. Rep.
	The Imaging Unit needs replacement.	Call your Tech. Rep.
 E.g.: C0510 Fusing malfunction	A malfanction has occurred in the copier.	Turning OFF, then ON, the copier will minor malfunciton. If this does not reset the minor malfunction, call your Tech. Rep. and give him or her the malfuncion code being shown on the Display.

8.2 When the Add Paper Indicator Lights up

If paper runs out during a copy cycle, the Add Paper indicator lights up and the copy cycle is stopped.



Identify the specific tray that has run out of paper on the control panel. Then, following the procedure given in “Adding Paper” below, add paper as necessary.

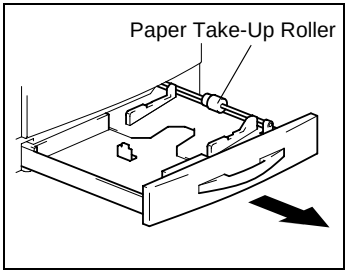
Adding Paper

<1st Tray>

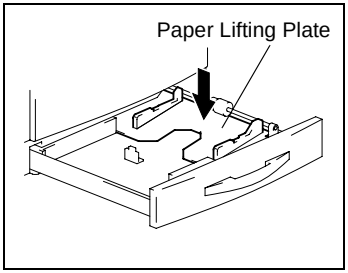
1 Slide out the 1st Tray.

? *Do you know the special precautions to be used when the tray has been slid out?*

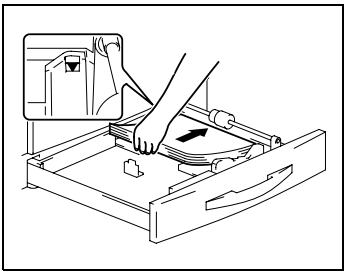
➜ *Be careful not to touch the surface of the Paper Take-Up Roller.*



2 Press down on the Paper Lifting Plate until it clicks into the locked position.



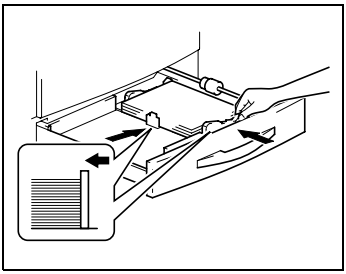
3 Load the paper in the tray so that the front side of the paper (the side facing up when the package was unwrapped) faces up.



? *Have you loaded too much paper in the tray?*

➜ Do not load so much paper that the top of the stack is higher than the ▼ mark.

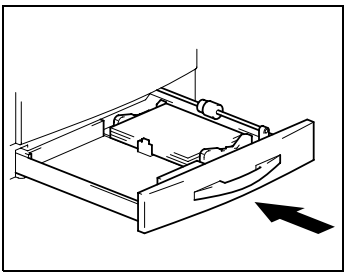
4 Slide the Edge Guide and Trailing Edge Stop against the edges of the paper stack.



? *Do you know the special precautions to be used when loading paper?*

➜ Be sure that the Edge Guide and Trailing Edge Stop are pressed tightly up against the edges of the paper stack.

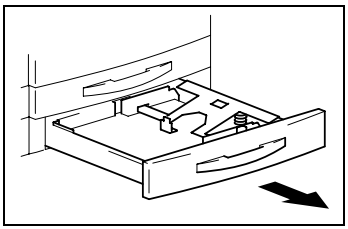
5 Slide the tray back into the copier.



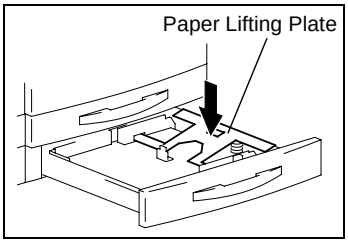
<2nd Tray>

The same procedure applies when loading paper in the 3rd Tray, 4thTray, and 5thTray.

1 Slide out the 2nd Tray.



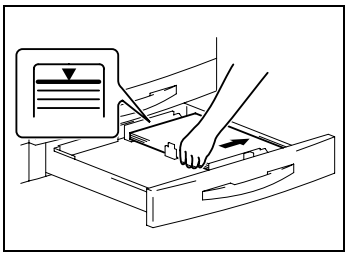
2 Press down on the Paper Lifting Plate until it clicks into the locked position.



3 Load the paper in the tray so that the front side of the paper (the side facing up when the package was unwrapped) faces up.

? *Have you loaded too much paper in the tray?*

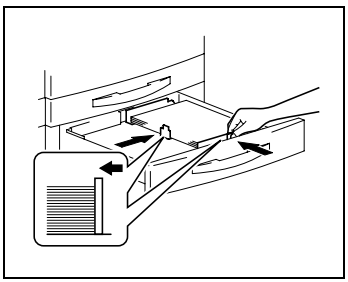
➜ Do not load so much paper that the top of the stack is higher than the ▼ mark.



4 Slide the Edge Guide and Trailing Edge Stop against the edges of the paper stack.

? *Do you know the special precautions to be used when loading paper?*

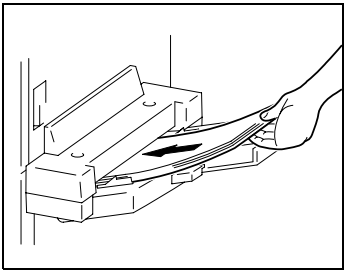
➜ Be sure that the Edge Guide and Trailing Edge Stop are pressed tightly up against the edges of the paper stack.



5 Slide the tray back into the copier.

<Multiple Bypass Tray>

1 Load the paper in the Bypass Tray.



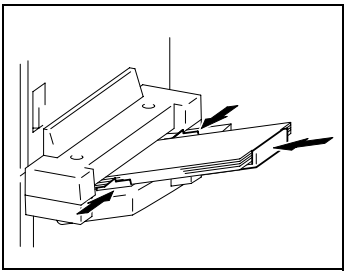
? *Do you know the special precautions to be used when loading the paper?*

➜ Be sure to face the surface to be copied onto down.

➜ Do not load so much paper that the top of the stack is higher than the ▼ mark.

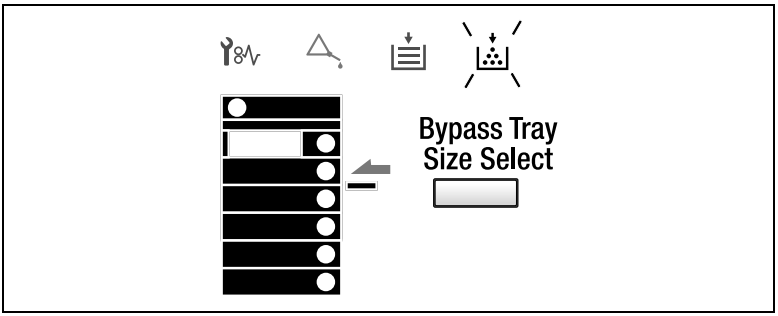
➜ Be sure to smooth any curl in the paper before loading it.

2 Adjust the Paper Guides and the Bypass Tray Extender to the size of the paper.



8.3 When the Add Toner Indicator Lights up

When toner is low, the Add Toner indicator lights up as shown in the illustration. Replace the Toner Bottle with a new one as soon as possible.

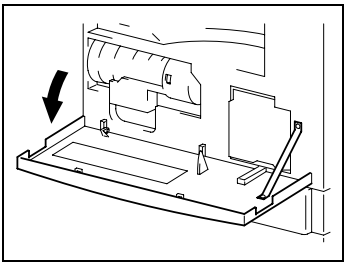


Note

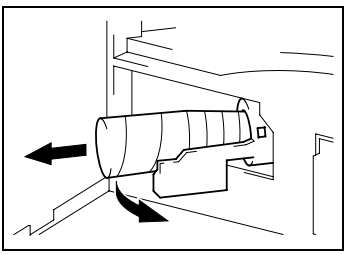
Use only the toner that has been manufactured specifically for this copier. Never use any other types of toner, as a malfunction could result. For details, ask your Tech. Rep.
Do not throw away, but keep, the used Toner Bottle, which will be collected by your Tech. Rep.

Replacing the Toner Bottle

1 Open the Front Cover.



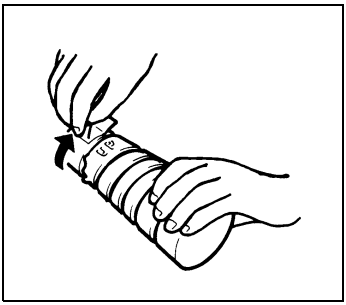
2 Pull the Toner Bottle Holder to the front and gently pull out the used Toner Bottle.



3 With the seal on the new Toner Bottle facing up, slowly peel off the seal as illustrated.

? *Do you know the special precautions to be used when peeling off the seal?*

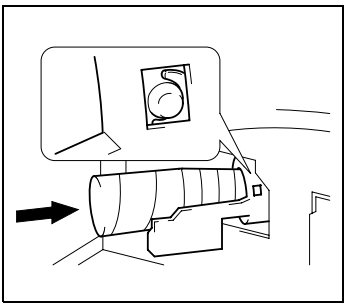
➜ Slowly peel off the seal, as some toner may puff out from the bottle.



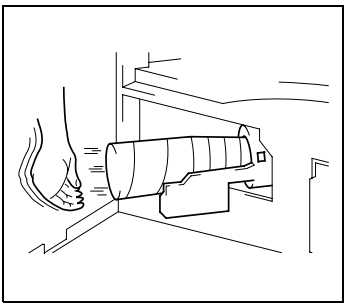
4 With the “UP” marking on top, insert and push the bottle into position.

? *Do you know how much you need to insert the bottle?*

➜ Fit the protrusion on the Toner Bottle all the way into the recess in the holder as illustrated.



5 Tap the bottom Toner Bottle three to four times.

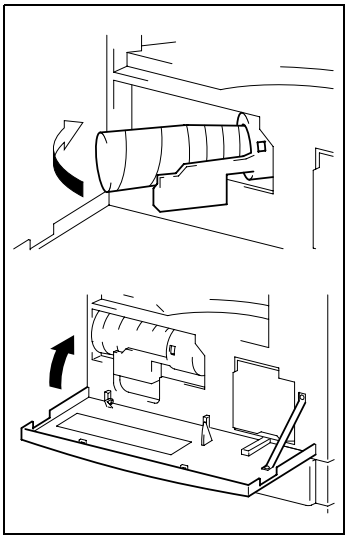


6 Push the Toner Bottle Holder back in and then close the Front Cover.

- ❍ Toner will be automatically supplied as soon as the Front Cover is closed.

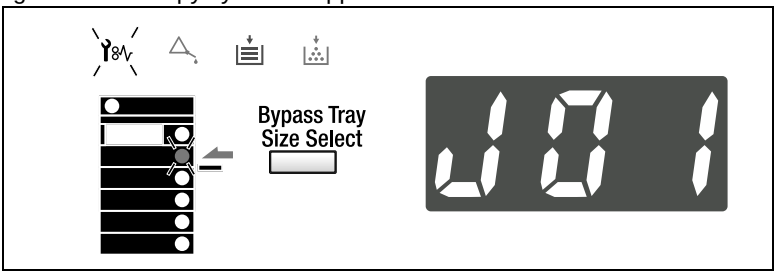
? *Do you know what to do if the copy image density is still low immediately after the Toner Bottle has been replaced with a new one?*

➜ Run “Toner Replenisher” of Utility Mode. (p.7-13)



8.4 When the Paper Misfeed Indicator Lights

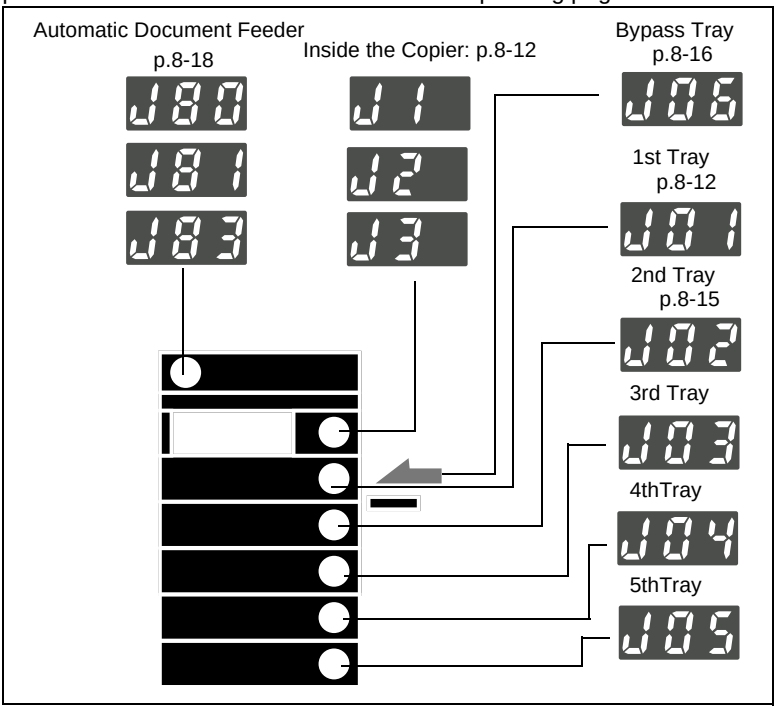
If a paper misfeed occurs during a copy cycle, the Paper Misfeed indicator lights and the copy cycle is stopped.



Following the misfeed clearing procedures given below, remove all misfed sheets of paper.

Misfeed Indications and Misfeed Locations

A blinking lamp indicates that there is a misfed sheet of paper. Different procedures are used to clear a misfed sheet of paper depending on the location. First, isolate the location, then clear the misfeed according to the procedure applicable to the misfeed occurring at that particular location. Please refer to the corresponding pages.



Clearing a Paper Misfeed

<Inside the Copier>

CAUTION

The area around the Fusing Unit is extremely hot.

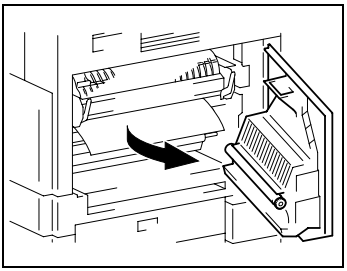
➜ Do not touch any area other than the authorized knobs, to reduce the risk of burns.

CAUTION

There are a number of protrusions on the backside of the guide plate.

➜ To avoid possible injury, be careful not to touch any areas other than the paper.

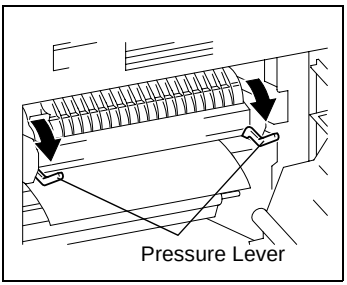
1 Open the Side Cover of the copier.



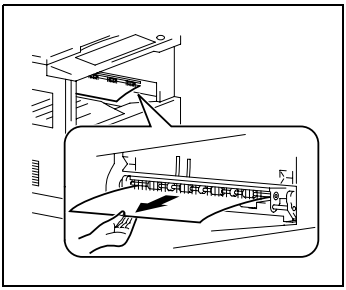
2 Unlock the Pressure Lever of the Fusing Unit.

? *Do you know how to unlock the Pressure Lever?*

➜ Grasp the green lever to unlock the Pressure Lever.



3 Gently pull out the sheet of paper.

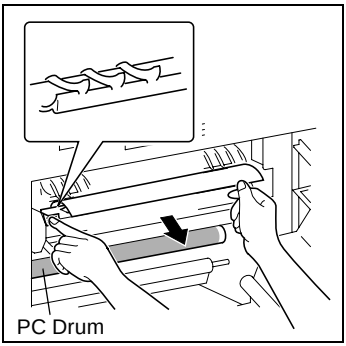


4 Lowering the guide plate, gently pull out the sheet of paper.

? *Do you know which part to grasp?*

➜ Grasp the green portions to lower the guide plate.

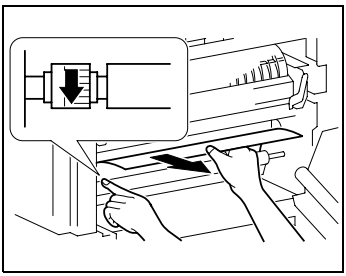
➜ Be careful not to touch the PC Drum (green). A malfunction could result.



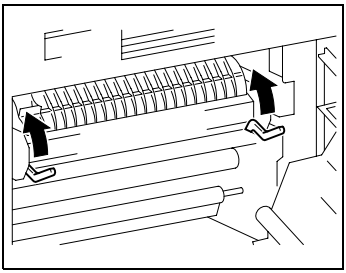
5 Turning the knob of the roller in the direction of the arrow, gently pull out the sheet of paper.

? *Do you know which part to grasp to turn the roller?*

➜ Be sure to grasp the green knob to turn the roller.

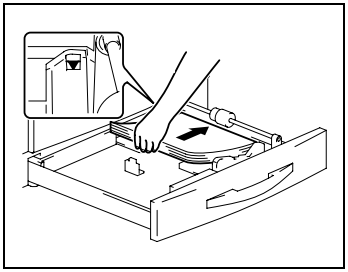


6 Lock the Pressure Lever into position.



7 Close the Side Cover of the copier.

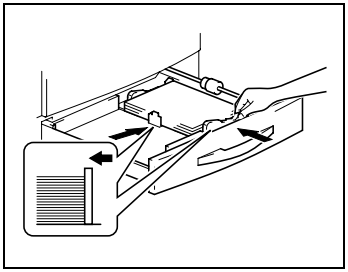
8 Slide out the 1st Tray and remove the paper stack left in it.
Reload the paper stack in the 1st Tray.



9 Slide the Edge Guide and Trailing Edge Stop against the edge of the paper stack.

? *Are you informed of special precautions to be used when loading paper?*

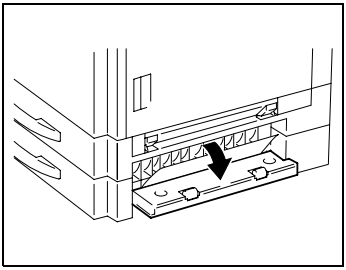
➜ Be sure that the Edge Guide and Trailing Edge Stop are pressed tightly up against the edges of the paper stack.



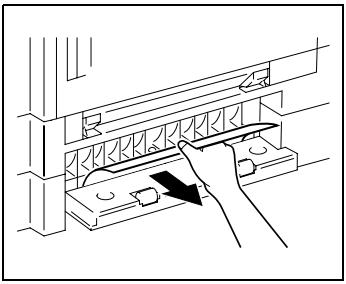
10 Slide the 1st Tray back into the copier.

<Paper Feed Cabinet>

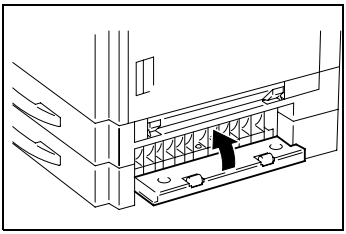
1 Open the Side Cover of the Paper Feed Cabinet.



2 Gently pull out the sheet of misfed paper.

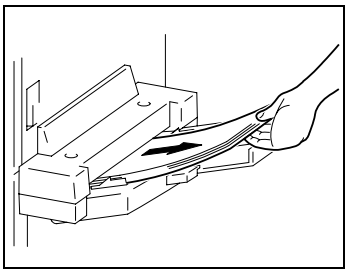


3 Close the Side Cover of the Paper Feed Cabinet.

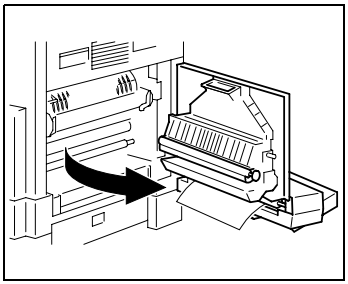


<Multiple Bypass Tray>

1 Unload the paper stack from the Bypass Tray.



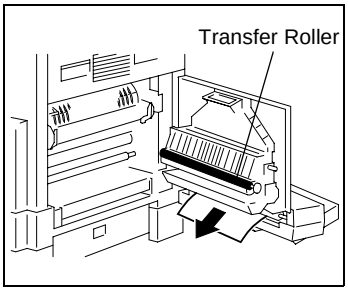
2 Open the Side Cover of the copier.



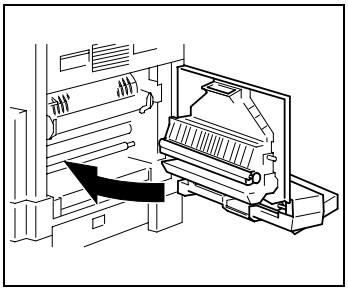
3 Gently pull out the sheet of misfed paper.

? *Do you know the precautions to be observed while performing this step?*

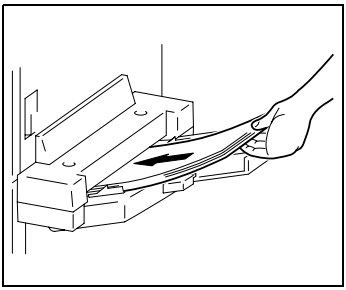
➜ Be careful not to touch the Transfer Roller. A malfunction could result.



4 Close the Side Cover.

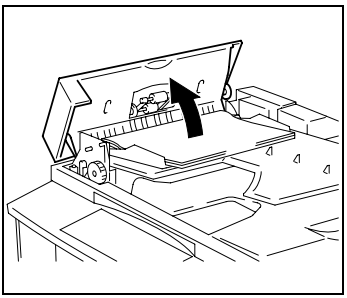


5 Load the paper stack back in the Bypass Tray.

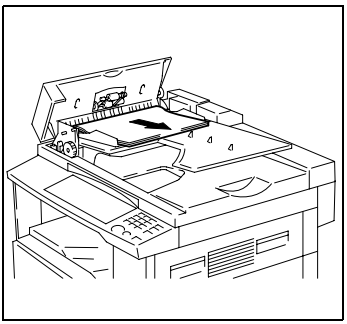


<Automatic Document Feeder>

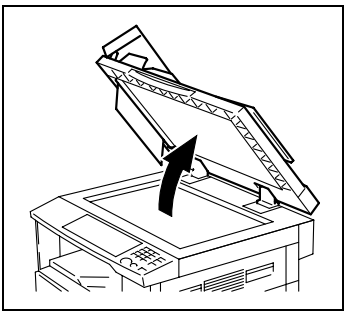
1 Open the Document Feeder Cover.



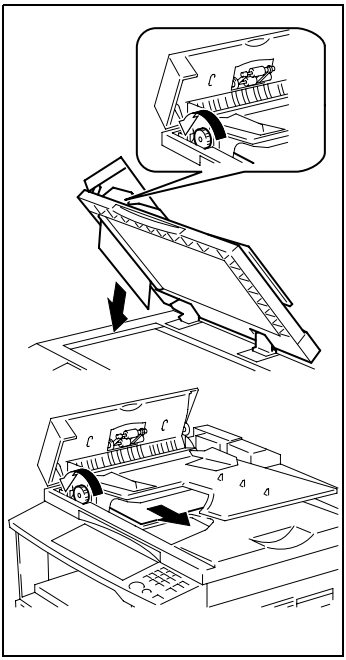
2 Unload the document from the Document Feeder Tray.



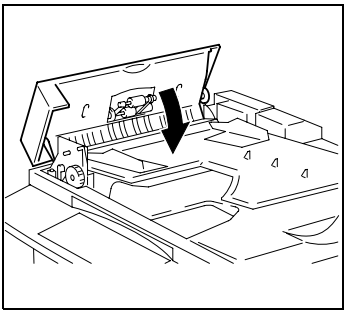
3 Raise the Automatic Document Feeder.



4 Turning the document feed knob in the direction of the arrow, gently pull out the original.



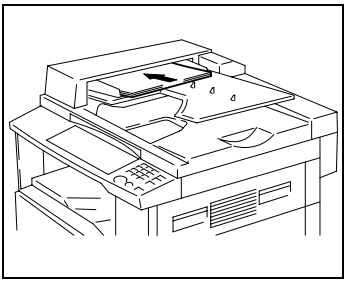
5 Close the Document Feeder Cover.



6 Reload the document which has been unloaded in step 2.

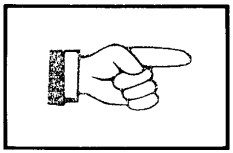
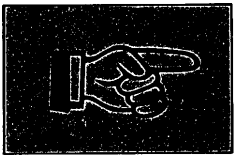
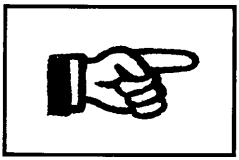
? *Do you know what to do if "-1" is shown on the Display?*

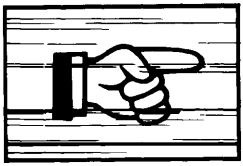
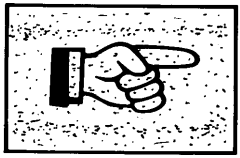
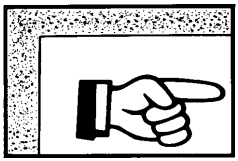
➜ Merge the original which has been misfed with the remaining pages of the document for reloading.

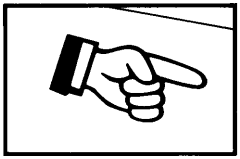


9 Troubleshooting Tips

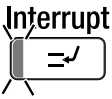
9.1 When This Type of Copy is Produced

Symptom	Possible Cause	Action
The image is too light. 	The image density is set at “Lighter.”	Adjust the image density to the darker side. (p.5-16)
	The paper is damp.	Change the paper. (p.8-4)
The image is too dark. 	The image density is set at “Darker.”	Adjust the image density to the lighter side. (p.5-16)
	The original is not placed firmly against the Original Glass.	Place the original in position so that it is placed firmly against the Original Glass. (p.4-6)
The copy is blurry. 	The paper is damp.	Change the paper. (p.8-4)
	The original is not placed firmly against the Original Glass.	Place the original in position so that it is placed firmly against the Original Glass. (p.4-6)

Symptom	Possible Cause	Action
The copy has lines. 	The Original Glass surface is dirty.	Wipe the Original Glass clean with a soft dry cloth. (p.10-5)
	The Original Pad is dirty.	Wipe the Original Pad clean with a soft cloth dampened with neutral detergent. (p.10-5)
The copy has dark specks or spots. 	The original is highly transparent.	Place a blank sheet of paper over the original. (p.4-8)
	The original is 2-sided.	The information on the backside of a 2-sided, thin original may be slightly reproduced on the copy. Adjust the image density to the lighter side. (p.5-16)
The edge of the copy is dirty. 	The Original Pad is dirty.	Wipe the Original Pad clean with a soft cloth dampened with neutral detergent. (p.10-5)
	You have selected paper of a size larger than the original (when the zoom ratio is full size).	Select the same paper size as the original. (p.5-4) Or, use Auto Size to enlarge the copy to the appropriate size. (p.5-12)
	The original is not placed in the correct position (when the zoom ratio is full size).	Select the same paper size as the original. Or, reload the paper in the same direction as the original.
	The reduction ratio selected is not in accord with the paper size (when the copy is made at a manually adjusted reduction ratio).	Select the zoom ratio according to the paper size. (p.5-13) Or, use Auto Size to reduce the copy to the appropriate size. (p.5-12)

Symptom	Possible Cause	Action
The image on the copy is not aligned properly. 	The original is not placed in the correct position.	Place the original correctly on the Original Glass against the Original Scale. (p.4-7) Or, load it in the Automatic Document Feeder correctly along the Document Guide Plates. (p.4-3)
	The original may not be suitable for use in the Automatic Document Feeder.	Raise the Automatic Document Feeder and place the original on the Original Glass correctly against the Original Scale. (p.4-7)
	The Edge Guide and Trailing Edge Stop are not pressed up against the paper stack in the tray.	Slide the Edge Guide and Trailing Edge Stop up against the edges of the paper stack.
	The paper has an excessive curl.	Smooth out curl in the paper and reload the paper stack in the tray.

9.2 When the Copier is not Operating Correctly

Symptom	Possible Cause	Action
Nothing is indicated on the control panel.	Only the [Start] key lights green.	The copier is in the Energy Saver mode. Press any key on the control panel to leave the mode. (p.3-18)
	The Auto Shut OFF function has been activated.	Turn OFF, then ON, the Power Switch. (p.3-15)
The [Start] key does not light green.	An account number has not been entered.	Enter the account number according to the procedure given in "To enter an account number." (p.3-20)
No copies are produced even when the [Start] key is pressed.	An icon on the control panel is lit.	Take necessary action to correct the problem indicated by the lit icon. (p.3-14, p.8-1)
	The copier is still warming up.	The copier takes about 30 seconds to complete warming up after it has been turned ON.
Keys on the control panel do not respond.	The Interrupt indicator is lit. 	The copier is in an interrupt mode. Press the [Interrupt] key to leave the interrupt mode. (p.3-19)
The copier cannot be turned ON.	The power cord is unplugged from the power outlet.	Plug the power cord into the power outlet.
	The room's circuit breaker is tripped.	Close the room's circuit breaker.

10 Appendix

10.1 Specifications

Copier D1531iD/D1831iD

Specifications	D1531iD	D1831iD
Type	Desktop	
Platen Type	Stationary	
Photo conductor	OPC	
Copying System	Electrostatic Dry Powdered Image Transfer to Plain Paper	
Developing System	Micro-Toning Hight-Grade System	
Fusing System	Lamp-Heated Roller	
Resolution	600 dpi	
Types of Original	• Sheets, Books and other three-dimensional objects • Maximum Original Size: A3 L (11 × 17 L) • Maximum Original Weight: 3 kg (6-1/2 lb)	
Kinds of Paper	Plain paper (60 g/m^2 (16 lb) to 90 g/m^2 (24 lb)),recycled paper: (60 g/m^2 (16 lb) to 90 g/m^2 (24 lb)) Special paper: card (91 g/m^2 (24-1/4 lb) to 157 g/m^2 (41-3/4 lb)), OHP transparencies, postcards, labels • Special paper can only be used for the 1st Tray and Bypass Tray.	
Copy Paper Size	<For metric area> • 1st Tray A3 L to A5 C, FLS (210 mm × 330 mm) (Width: 90 mm to 297 mm; length: 140 mm to 432 mm) Inch system equivalent 11 × 17 L to 5-1/2 × 8-1/2 (Width: 90 mm to 297 mm; length: 140 mm to 432 mm) * When the Length is set 421 mm to 432 mm, the maximum Width size that can be set becomes 279 mm. When the Width is set 280 mm to 297 mm, the maximum Length size that can be set becomes 420 mm. • Bypass Tray Width: 93 mm to 297 mm; length: 140 mm to 432 mm <For inch area> • 1st Tray 11 × 17 L to 5-1/2 × 8-1/2 (Width: 3-9/16 to 11-11/16; length: 5-1/2 to 17) Metric system equivalent A3 L to A5 C, FLS (8-1/4 × 13) (Width: 3-9/16 to 11-11/16; length: 5-1/2 to 17) * When the Length is set 16-9/16 to 17, the maximum Width size that can be set becomes 11. When the Width is set 11-1/16 to 11-11/16, the maximum Length size that can be set becomes 16-1/2. • Bypass Tray Width: 3-9/16 to 11-11/16; length: 5-1/2 to 17	

Specifications	D1531iD	D1831iD
Paper Feeding System	• 1st Tray Plain paper,recycled paper: 250 sheets Special paper: 20 sheets • Bypass Tray Plain paper,recycled paper, special paper: 1 sheet	
Warm-Up Time	30 seconds or less (at room temperature 23°C (73.4°F))	
First Copy	7 seconds or less (when A4 C (Letter C) and 1st Tray are used)	
Copy Speed (Approx. copies/min)	<For metric area> 10 (A3 L), 12 (A4 L), 15 (A4 C), 16 (B5 C) <For inch area> 9 (11 × 17 L), 11 (Legal L), 13 (Letter L), 15 (Letter C)	<For metric area> 11 (A3 L), 14 (A4 L), 18 (A4 C), 20 (B5 C) <For inch area> 11 (11 × 17 L), 12 (Legal L), 15 (Letter L), 18 (Letter C)
Zoom Ratios	<For metric area> Full size: 100% Enlargement ratios: 115%, 141% and 200% Reduction ratios: 81%, 70% and 50% Variable ratios: 50% to 200% (in 1% increments) <For inch area> Full size: 100% Enlargement ratios: 121%, 129% and 200% Reduction ratios: 78%, 64% and 50% Variable ratios: 50% to 200% (in 1% increments)	
Multiple Copies	1 to 99 copies	
Exposure Control	Auto Exposure Mode, Manual Exposure Mode and Photo Manual Exposure Mode	
Lost Image	Leading Edge: 4 mm (1/4) Trailing Edge: 4 mm (1/4) Rear Edge: 4 mm (1/4) Front Edge: 4 mm (1/4)	
Power Requirements	• AC220 V to 240 V, 4.7 A, 50/60 Hz • AC120 V to 127 V, 9.3 A, 50/60 Hz	
Power Consumption	• AC220 V to 240 V: 1120 W or less • AC120 V to 127 V: 1180 W or less	
Dimensions	Width: 590 mm (23-1/4) Depth: 611 mm (24) Height: 487 mm (19-1/4)	
Weight	39 kg (86 lb)	
Standard memory	16 MB	

Automatic Document Feeder AF-10

Specifications	
Document Feeding System	Standard Mode: 1-sided original Mixed Original Detection Mode:1-sided original
Kinds of Original	Standard Mode: Plain paper (50 g/m^2 (13-1/4 lb) to 110 g/m^2 (29-1/4 lb)) Mixed Original Detection Mode: Plain paper (60 g/m^2 (16 lb) to 90 g/m^2 (24 lb))
Original Size	<For metric area> Standard Mode: A3 L to A5 L Mixed Original Detection Mode: A possible combination is A3 L and A4 C,or B4 L and B5 C <For inch area> Standard Mode: 11 × 17 L to 5-1/2 × 8-1/2 L Mixed Original Detection Mode: A possible combination is 11 × 17 L and Letter C, or Legal L and Letter L
Capacity of Document Feeder Tray	Max. 50 sheets (80 g/m^2 (20 lb))
Power Consumption	36 W or less
Dimensions	Width: 602 mm (23-3/4) Depth: 502 mm (19-3/4) Height: 110 mm (4-1/4)
Weight	6.2 kg (13-3/4 lb)

Paper Feed Cabinet PF-120

Specifications	
Kinds of Paper	Plain paper (60 g/m^2 (16 lb) to 90 g/m^2 (24 lb)), recycled paper
Paper Size	<For metric area> A3 L to A5 C, FLS (210 mm × 330 mm) Inch system equivalent 11 × 17 L to 5-1/2 × 8-1/2 C <For inch area> 11 × 17 L to 5-1/2 × 8-1/2 C Metric system equivalent A3 L to A5 C, FLS (8-1/4 × 13)
Capacity	250 sheets
Power Consumption	9 W or less
Dimensions	Width: 590 mm (23-1/4) Depth: 558 mm (22) Height: 108 mm (4-1/4)
Weight	5.5 kg (12-1/4 lb)

Shifting Unit OT-103

Specifications	
Shift Position	28 mm (1 inch)
Capacity	250 sheets
Power Consumption	63 W or less

Job Tray JS-202

Specifications	
Kinds of Paper	Plain paper (60 g/m^2 (16 lb) to 90 g/m^2 (24 lb)), recycled paper Special paper: card (91 g/m^2 (24-1/4 lb) to 157 g/m^2 (41-3/4 lb)), OHP transparencies, postcards, labels
Capacity	For metric area <Upper Copy Tray> • Plain paper (80 g/m^2), recycled paper: A4 100 sheets, sizes other than A4 50 sheets (max. height 22 mm) • Special paper: 10 sheets <Lower Copy Tray> • Plain paper (80 g/m^2), recycled paper: A4 150 sheets, sizes other than A4 75 sheets • Special paper: 20 sheets For inch area <Upper Copy Tray> • Plain paper (20 lb),recycled paper: Letter 100 sheets, size other than Letter 50 sheets (max. height 3/4) • Special paper: 10 sheets <Lower Copy Tray> • Plain paper (20 lb),recycled paper: Letter 150 sheets, sizes other than Letter 75 sheets • Special paper: 20 sheets
Power Consumption	63 W or less

Multiple Bypass Tray MB-5

Specifications	
Kinds of Paper	Plain paper: (60 g/m^2 (16 lb) to 90 g/m^2 (24 lb)), recycled paper Special paper: card (91 g/m^2 (24-1/4 lb) to 157 g/m^2 (41-3/4 lb)), OHP transparencies, postcards, labels
Paper Size	Width: 90 mm (3-9/16) to 297 mm (11-11/16) Length: 140 mm (5-1/2) to 432 mm (17)
Capacity	Plain paper,recycled paper: 50 sheets Special paper: 20 sheets
Power Consumption	9 W or less
Dimensions	Width Max.: 439 mm (17-1/4) Depth: 435 mm(17-1/4) Height: 137 mm (5-1/2)
Weight	Approx. 2.7 kg (6 lb)

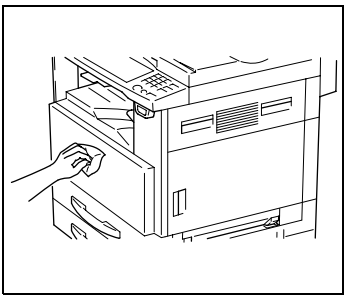
10.2 Care of the Copier

Cleaning

Turn OFF the copier before cleaning it.

Housing Cover

➜ Wipe the surface of the housing cover with a soft cloth dampened with a mild household detergent.

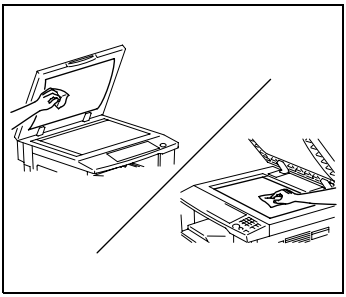


Original Glass

➜ Wipe the surface of the Original Glass clean with a soft, dry cloth.

Original Pad

➜ Wipe the surface of the Original Pad clean with a soft cloth dampened with alcohol.

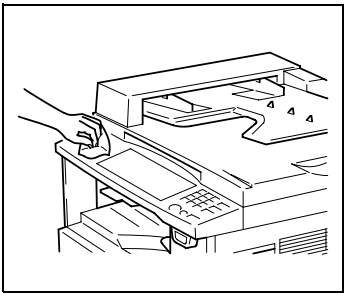


Control Panel

➜ Wipe the surface of the control panel clean with a soft, dry cloth.

? *Do you know if detergent can be used for cleaning?*

➜ NEVER use household detergent or glass cleaner, as a damaged control key could result.



10.3 Function Combination Table

Function Combination Table

Function Set First \ Function Set Last			Basic													Orig. ▶ Copy					Edge/ Frame Erase						
			Paper				Zoom				Finishing					Orig.			Copy								
			Auto Paper	Manual Paper	Manual Bypass Tray	Multiple Bypass Tray	Auto Size	Fixed Zoom	Zoom	X/Y Zoom	Non-Sort	Group	Sort	Single-Sided	Book	Mixed Orig. Detection	Single-[2in1]	Single-[4in1]	Left	Upper	Frame	Center	File Margin	Neg. ↔ Pos.	Interrupt
Basic	Paper	Auto Paper		×	×	×	×	○	○	×	○	○	○	○	×	○	○	○	○	○	○	–	○	○	○
		Manual Paper	×		×	×	×	○	○	○	○	○	○	○	○	○	×	×	○	○	○	○	○	○	○
		Manual Bypass Tray	A	A		–	○	○	○	○	○	●	●	○	●	●	●	●	○	○	○	●	○	○	○
		Multiple Bypass Tray	×	×	–		×	○	○	○	○	○	○	○	○	○	×	×	○	○	○	○	○	○	○
	Zoom	Auto Size	×	○	○	○		×	×	×	○	○	○	○	×	×	×	×	○	○	○	–	○	○	○
		Fixed Zoom	○	○	○	○	×		×	×	○	○	○	○	○	○	×	×	○	○	○	○	○	○	○
		Zoom	○	○	○	○	×	×		×	○	○	○	○	○	○	×	×	○	○	○	○	○	○	×
		X/Y Zoom	×	○	○	○	×	×	×		○	○	○	○	○	×	×	×	○	○	○	○	○	○	×
	Finishing	Non-Sort	○	○	○	○	○	○	○	○		×	×	○	○	○	○	○	○	○	○	○	○	○	○
		Group	○	○	×	○	○	○	○	○	×		×	○	○	○	○	○	○	○	○	○	○	○	×
		Sort	○	○	×	○	○	○	○	○	×	×		○	○	○	○	○	○	○	○	○	○	○	×
Orig. ▲ Copy	Orig.	Single-Sided	○	○	○	○	○	○	○	○	○	○	○		×	○	○	○	○	○	○	–	○	○	○
		Book	×	○	×	○	×	○	○	○	○	○	○	×		×	×	×	–	–	○	○	○	○	×
		Mixed Orig. Detection	○	○	×	○	×	○	○	×	○	○	○	○	×		×	×	○	○	○	×	○	○	○
	Copy	Single-[2in1]	○	○	×	○	○	○	○	×	○	○	○	○	×	×		×	×	×	×	–	×	○	×
		Single-[4in1]	○	○	×	○	○	○	○	×	○	○	○	○	×	×	×		×	×	×	–	×	○	×
Edge/ Frame Erase	Left		○	○	○	○	○	○	○	○	○	○	○	○	×	○	×	×		×	×	–	○	○	×
	Upper		○	○	○	○	○	○	○	○	○	○	○	○	×	○	×	×	×		×	–	○	○	×
	Frame		○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	×	×		B	○	○	×
	Center		×	○	×	○	–	○	○	○	○	○	○	×	×	×	×	×	–	–	B		○	○	×
File Margin			○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	○	○	○	○		○	×
Neg. ↔ Pos.			○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		×
Interrupt			○	○	○	○	○	○	○	○	○	●	●	○	○	○	○	○	○	○	○	○	○	○	

Conditions for Combined Functions

Code	Description
○	The functions can be combined.
●	The functions cannot be combined. (The function set first takes precedence.)
×	The functions cannot be combined. (The function set last takes precedence.)
A	The function set first takes precedence if paper is loaded in the Bypass Tray.
B	The functions can be combined in the Book Separation mode only.
-	The functions cannot be combined.

10.4 List of Paper Sizes and Zoom Ratios

Paper Sizes

Name	Size (Metric)	Size (Inch)
A3	297 mm × 420 mm	11-3/4 × 16-1/2
A4	210 mm × 297 mm	8-1/4 × 11-3/4
A5	148 mm × 210 mm	5-3/4 × 8-1/4
A6	105 mm × 148 mm	4-1/4 × 5-3/4
B4	257 mm × 364 mm	10 × 14-1/4
B5	182 mm × 257 mm	7-1/4 × 10
B6	128 mm × 182 mm	5 × 7-1/4
POSTCARD	100 mm × 148 mm	4 × 5-3/4

Name		Size (Inch)	Size (Metric)
Ledger		11 × 17	279 mm × 432 mm
11 × 14		11 × 14	279 mm × 356 mm
Computer		10-1/8 × 14	257 mm × 356 mm
10 × 14		10 × 14	254 mm × 356 mm
9-1/4 × 14		9-1/4 × 14	236 mm × 356 mm
Legal		8-1/2 × 14	216 mm × 356 mm
Foolscap	Government Legal	8-1/2 × 13	216 mm × 330 mm
Foolscap		8 × 13	203 mm × 330 mm
Foolscap		8-2/3 × 13	220 mm × 330 mm
Foolscap	Folio	8-1/4 × 13	210 mm × 330 mm
8-1/4 × 11-3/4		8-1/4 × 11-3/4	210 mm × 301 mm
Letter		8-1/2 × 11	216 mm × 279 mm
Government Letter		8 × 10-1/2	203 mm × 267 mm
Quarto		8 × 10	203 mm × 254 mm
Statement	Invoice	5-1/2 × 8-1/2	140 mm × 216 mm

Zoom Ratios(Original Size to Paper Size)

Metric Areas		
Original Size	**Paper Size**	**Zoom Ratio**
A3 297 mm × 420 mm 11-3/4 × 16-1/2	A4	70%
	A5	50%
	B4	86%
	B5	61%
A4 210 mm × 297 mm 8-1/4 × 11-3/4	A5	70%
	A6	50%
	B5	86%
	B6	61%
	A3	141%
	B4	122%
A5 148 mm × 210 mm 5-3/4 × 8-1/4	A6	70%
	B6	86%
	A4	141%
	A3	200%
	B4	173%
	B5	122%
A6 105 mm × 148 mm 4-1/4 × 5-3/4	A4	200%
	A5	141%
	B5	173%
	B6	122%
B4 257 mm × 364 mm 10 × 14-1/4	A4	81%
	A5	57%
	B5	70%
	B6	50%
	A3	115%

Metric Areas		
Original Size	**Paper Size**	**Zoom Ratio**
B5 182 mm × 257 mm 7-1/4 × 10	A5	81%
	A6	57%
	B6	70%
	A3	163%
	A4	115%
	B4	141%
B6 128 mm × 182 mm 5 × 7-1/4	A6	81%
	A4	164%
	A5	115%
	B4	200%
	B5	141%

Inch Areas		
Original Size	Paper Size	Zoom Ratio
Ledger 11 × 17 279.4 mm × 431.8 mm	11 × 14	82%
	Legal	77%
	Foolscap	75%
	Letter	64%
	5-1/2 × 8-1/2	50%
11 × 15 279.4 mm × 381 mm	11 × 14	93%
	Legal	77%
	Foolscap	75%
	Letter	73%
	5-1/2 × 8-1/2	50%
11 × 14 279.4 mm × 355.6 mm	Legal	77%
	Foolscap	77%
	Letter	77%
	5-1/2 × 8-1/2	50%
Legal 8-1/2 × 14 215.9 mm × 355.6 mm	Foolscap	92%
	Letter	78%
	5-1/2 × 8-1/2	60%
	11 × 17	121%

Inch Areas		
Original Size	Paper Size	Zoom Ratio
Foolscap 8-1/4 × 13 210 mm × 330 mm	Letter	84%
	5-1/2 × 8-1/2	65%
	11 × 17	130%
	11 × 14	107%
Letter 8-1/2 × 11 215.9 mm × 279.4 mm	5-1/2 × 8-1/2	64%
	11 × 17	129%
	11 × 14	127%
Invoice 5-1/2 × 8-1/2 139.7 mm × 215.9 mm	11 × 17	200%
	11 × 14	164%
	Legal	154%
	Foolscap	150%
	Letter	129%

* Zoom Ratio = Paper Size ÷ Original Size
1 Inch = 25.4 mm
1 mm = 0.0394 Inch

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